Information Technology Administrator
System and Data Base Administrator for ID Card Office

University Auxiliary Services at Albany, Inc. (UAS) is seeking an Information Technology Administrator for the Campus ID Card Office. This position is responsible for the management, system administration, and data base administration of the technology used by the University’s campus card services functions which include but are not limited to: ID Card accounts, meal plans and declining balance tenders, access control, University services integrations such as campus recreation and mass transit, vending and outside merchant integrations, on-line photo submission services, on-line ordering system and on campus point of sale system for ID Cards and dining.

This position supports server and desktop hardware along with office system applications, as well as all aspects of University ID card services and acts as a liaison to University technology, security and facilities under the guidance of the ID Card Office Director. In addition, this position is responsible for PCI and other data security compliance, financial reporting and reconciliation, data analysis and visualization, direct customer service, training of end users, and some immediate staff and student employee supervision.

Candidates must have at least a Bachelor’s Degree in Business Applications or Computer Science, (relevant work experience and an Associate’s Degree may be substituted for the four year degree requirement) and demonstrated practical experience in IT related field including knowledge of hardware, operating systems, networking, Microsoft Office/Excel, SQL/CRUD, Crystal Reporting, business logic programming processes CMD, PERL, XML, PHP, CSS, HTML, JavaScript, Python, VBA, JSON, and API’s and front line customer service involving complaint resolution and financial transactions. A valid driver’s license and the ability to travel efficiently around large and multiple campuses is essential.

Demonstrated abilities must include: outstanding interpersonal, oral and written communication skills; ability to communicate complex ideas in simple terms, both verbally and in written form; ability to work with a culturally and linguistically diverse population; ability to work both collaboratively and independently with limited supervision; ability to prioritize tasks and manage time effectively; ability to deliver results in a fast-paced, deadline-oriented environment; ability to multi-task and work with multiple partners/stakeholders; and a proactive approach to problem identification and resolution.

Preferred qualifications include master’s degree and/or experiences with campus card systems (CBORD CSGold preferred), CBORD Odyssey Housing systems, POS systems (MICROS Simphony preferred), a mobile app development language (JAVA, Kotlin, Swift, Dart) and full stack web development and design.
University Auxiliary Services at Albany, Inc. (UAS), is a 501(c)(3) nonprofit corporation in Albany, New York that invests in and provides services to enhance the educational, research, learning and living experiences of the University at Albany community. While UAS offices are located at University at Albany, this is neither a New York State nor a SUNY position, as UAS is an independent nonprofit corporation and neither State, nor University benefits and pay scales apply. Flexible hybrid schedule can be discussed.

Qualified candidates must send their resume and cover letter including salary expectations to nharrigan@albany.edu. Phone inquiries will not be accepted. Resumes will be accepted until the position is filled. University Auxiliary Services at Albany, Inc. does not discriminate in the administration of any of its employment on the basis of sex, age, race, color, religion, national origin, marital status, veteran status, disability, sexual orientation, gender identity, pregnancy, genetic information or any other basis protected by law.