

## Information Systems Administrator

The Information Systems Administrator plays a critical part in keeping the College's enterprise systems running smoothly and securely. This role is perfect for someone who enjoys solving problems, digging into data, and helping users navigate technology with confidence. You'll work behind the scenes to ensure our systems stay accurate, reliable, and accessible.

### What You'll Do:

#### Information Support, Analysis and Reporting:

- Process account creation, role assignment, and user access requests across enterprise systems.
- Monitor system logs and responds to basic errors or integration alerts.
- Assist in system patching, testing, and upgrading preparation.
- Support data validation and clean-up projects to maintain system accuracy.
- Run standard queries and reports for end users as directed.
- Document system configurations, processes, and troubleshooting procedures.
- Provide basic user support and training on system access and workflows.
- Maintain confidentiality of student and employee data in compliance with FERPA and institutional policy.
- Collaborate with IT and functional departments to resolve service requests.
- Participate in professional development and cross-training activities.
- Assist the senior information systems administrator as required.
- Continuously learn with dedication to grow towards senior information systems administrator responsibilities.
- Perform other duties as assigned.

### What We're Looking For:

#### Education:

- Associate degree in Information Systems, Computer Science, or a related field required; Bachelor's preferred.

#### Experience:

- At least one year of experience supporting enterprise systems, databases, or IT services.
- Experience in higher education systems (Ellucian Colleague, Jazzband, Workday, Canvas, etc.) is a plus.
- Familiarity with SQL, data management, and reporting tools (Power BI, Argos, Tableau) preferred.

#### Why You'll Love Working Here:

You'll be part of a collaborative, supportive team where your work makes a meaningful impact across the College.

We offer a competitive salary, excellent benefits, opportunities for professional growth, that includes:

- Competitive pay
- Medical, dental, and vision insurance with low deductibles
- Employer contributions to retirement (14% for School Employees Retirement System, 10.15% for Alternative Retirement Plan)
- College-paid life and long-term disability insurance
- Generous time off:
  - 160 hours of vacation/year
  - 120 hours of sick time/year
  - 16 hours of personal time/year
  - 12 holidays + 2 additional College-paid days/year
- Free tuition at NCSC for employees, spouses, and dependents
- Tuition reimbursement for education outside NCSC
- And more!

#### Application Review Begins: January 5, 2026

Position open until filled  
(Posted December 8, 2025)

#### Ready to Join Us?

Submit your resume and cover letter at:

 [www.ncstatecollege.edu/jobs](http://www.ncstatecollege.edu/jobs)

Or send to:

**North Central State College**

Attn: Human Resources

2441 Kenwood Circle

Mansfield, OH 44906