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Professional and Managerial Group

Analyst III, SharePoint Focus

Computing and Communications Services (CCS)

Hiring #: 2019-0016

Please read the Application Instructions [1] before applying

Computing and Communications Services (CCS) is the central IT department at the University of Guelph, providing core IT services and technology solutions to the U of G community. CCS has a progressive organizational culture, including a strong learning and development focus, and is committed to its Core Values: Service Culture, Integrity, Individual Leadership, Teamwork, Agility, and Communication.

Reporting to the Manager, Applications and Project Management, the incumbent will play a critical role in our Content and Document Management service offerings. Duties will include, but are not limited to:

- Strategic planning for our Content and Document Management solutions
- Applications support (install, configuration, updates, administration, monitoring)
- User solution evaluation, design and implementation for process improvement
- Training and support

Our solutions include SharePoint, Lexmark ImageNow/Perceptive Experience/Content/Capture and BP Logix Process Director Forms and Workflow solution. Ideally the candidate will possess strong enterprise level support of solutions that support electronic document management, document scanning, workflow or business process modelling and automation tools.

As a key competency, applicants must possess solid technical/administrative skills on SharePoint, including designing and deploying SharePoint sites and templates.

The successful candidate will focus on SharePoint and its adoption on campus. SharePoint use cases include document collaboration, intranets, and more. Prior proven experience with enterprise SharePoint implementations (on premise or cloud(preferred)) is mandatory to be considered for an interview.

Requirements of the position include:

- Bachelor’s degree in Computer Science/Information Technology or a related field and several years of related work experience with IT infrastructure and enterprise systems or a combination of education and experience.
- Strong interpersonal and communication skills (oral and written) with ability to work effectively with both business clients, technical team members, and act as a liaison with vendors.

In your cover letter, please indicate your experience with SharePoint, addressing the following requirements:

- Strong technical competence with experience in enterprise level SharePoint deployments;
- Business Requirements gathering and documentation, and Project Management;
Proven experience with stakeholder and vendor relationships at various levels;
Understanding of the complexities that are present when working with a large and diverse user base including but not limited to students, staff, faculty, technical and non-technical personal;
Experience in a higher education institution with demonstrated leadership and collaboration;
Change management experience in an enterprise application environment including release management across development, test and production systems and maintaining related documentation;
Proven experience in leading initiatives, including the understanding the relationship between business process and product capabilities.

Experience with any of the following will be considered an asset and should be highlighted in your application:

- Other enterprise level Content and Document Management solutions, besides SharePoint;
- Application Development, including SDLC;
- Technologies such as .NET, server side JavaScript, PowerShell, XSLT, XML, HTML;
- Web and SharePoint - design, styling, and publishing
- Familiar with Windows/Linux Server Administration
- SQL Database Administration;
- Report writing using products such as Cognos, Crystal, BI Publisher;
- Proven experience with communication, marketing, training, support.

Position Number 503-006
Classification P04*

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2019 01 07
Closing Date: 2019 01 28

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