The AZTransfer office is seeking a Systems Development & Administration, Senior Director under direction of the Executive Director, plans, develops, and administers technical functions and systems for AZTransfer. This includes directing systems operations to meet user needs, and the delivery, support, and maintenance of existing applications and development of new technical solutions.

AZTransfer operates the Arizona Transfer System, the statewide articulation and transfer system, that includes the Articulation Task Force network that is the foundation of the Arizona Transfer System, and the tools and resources to ensure faculty, staff, and students have access to transfer information from anywhere in the state. The components of the system work together to help students plan a seamless transfer without loss of academic credit. Additional information can be found at aztransfer.com.

Typical Duties:

(The job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described and do not limit the assignment of the related tasks in any position of this class.)

- Directs overall development, administration and assessment of technical functions and systems for AZTransfer.
- Ensures the consistency and viability of existing applications by creating, maintaining, and enforcing standards and procedures for implementing technical solutions.
- Produces scheduled timelines for each application release and implements effective project control by monitoring software development and release.
- Develops and reviews all code, scheduled server maintenance and test plans for organizational systems.
- Approves all business requirements prior to the technical solution for complex online systems like the Arizona Course Evaluation Tracking System (ACETS), Academic Curriculum Review and Evaluation System (ACRES), and the ATF Chatlines.
- Executes the purchase of all server hardware and software evaluations and maintains vendor contracts.
- Perform liaison duties between users, operations, and programming personnel in the areas of systems design, modifications or trouble shooting.
- Other duties, projects, and priorities as assigned.
Knowledge, Skills and Abilities:

The successful candidate will demonstrate:

- Demonstrated knowledge of principles and practices relevant to AZTransfer and the statewide transfer system.
- Demonstrated knowledge of functional systems and current advances in technologies that would enhance functional performance.
- Demonstrated knowledge of relevant technology tools sufficient to resolve user questions, recommend configurations for specific needs, and to solve a wide variety of troubleshooting problems.
- Skill in using applications software to develop custom systems and products.
- Skill in organization, attention to detail, and in written and verbal communication.
- Skill in establishing and maintaining effective working relationships.
- Skill in organizing and managing work of self.
- Ability to work collaboratively with internal and external stakeholders and build relationships with new and existing partners.
- Ability to work effectively in a team environment.
- Ability to lead and make decisions while maintaining a problem-solving approach.
- Ability to manage multiple projects and deadlines.
- Ability to work collaboratively with internal and external stakeholders and build relationships with new and existing partners.
- Skill in using education vocabulary, tact, discretion, and judgement.
- Experience and familiarity with colleges and universities is desired.

Minimum Qualifications:

- Bachelor’s degree in Statistics, Computer Information Systems, Business Information, or a related field
- Five years of related administrative/data analysis experience, or any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

Salary and Benefits:

- $80,000 to $110,000 per year, depending upon experience and qualifications.
- This is a full-time position with health and dental benefits. This position is eligible to be enrolled in the Arizona State Retirement System or the Optional Retirement Plan. Tuition reduction benefits
to Arizona public universities are available to employees and their dependents. For a full list of available benefits, click here.

**How to Apply:** Applicants should send cover letter, resume and the names and contact information of three professional references who are able to speak to the qualifications listed above to: hr@azregents.edu or Arizona Board of Regents • 2700 North Central Avenue, Suite 400 • Phoenix, Arizona 85004. The review of applicants will begin on May 13, 2024.

The Arizona Board of Regents is an equal employment opportunity and affirmative action employer.