

UNIVERSITY OF CONNECTICUT HEALTH CENTER  
JOB OPPORTUNITY  
ADMINISTRATIVE & CLINICAL SYSTEMS COORDINATOR  
PURCHASING

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**Open To:** The Public  
**Location:** Farmington  
**Job Posting No:** 2013-793  
**Hours:** Monday – Friday, 8am to 4:30 pm, 30 min unpaid meal break  
**Salary:** \$60,179  
**Closing Date:** May 10, 2013

At the UCHC, this class is accountable for overseeing/coordinating information systems including development, installation, analysis, design, programming and support of the systems.

**Knowledge, Skills and Abilities:**

Considerable knowledge of principles and techniques of systems analysis, design and development; considerable knowledge of the principles of information systems; knowledge of computer operating systems; considerable knowledge of principles and theories of business and planning functions; knowledge of the principles and techniques of business information systems re-engineering; considerable knowledge of the capabilities of computer technology; knowledge of project management principles and techniques; considerable oral and written communication skills; considerable problem solving skills; project coordination skills; considerable interpersonal skills; considerable ability to prepare reports, documentation and other written materials; considerable ability to identify, analyze and resolve complex business and technical problems; some supervisory ability.

**General Experience:**

Eight (8) years' relevant experience, which may include business, medical administration, clinical information systems planning, project management, installation and support. Must have experience with Access, PL/SQL, MS Reporting Services, MS Visual Studio, Advanced MS Excel for data analysis, MS Power Point, Web Focus, Microsoft Office Suite  
Experience providing IT technical support on PCs and laptops

**Substitution Allowed:**

College training may be substituted for the general experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years.

**Preferred Requirement:**

Sci Quest, PL/SQL, MS Reporting Services, MS Visual Studio, Advanced MS Excel for data analysis, MS Power Point, Web Focus, Microsoft Office Suite;  
experience developing, leading and facilitating Sci Quest training for both small and large group training classes. Back up with systematic documentation of training issues

Experience providing IT technical support on PCs and laptops.

Experience in Procurement, Supply Chain or Materials Management

**Examples of Duties:**

Serve as "back up" to the Help Desk Systems Coordinator. Analyze query logic and develop workflow modifications as needed.  
creating new training materials for business processes while maintaining procedures and training guidelines.  
Support Business Analyst with maintenance & distribution of all business reporting needs.  
Present, analyze and interpret existing reporting and analytics in order to identify supplier trends and annualize spend for future contract opportunities

Provide day-to-day Sci Quest operational support to UCHC end users and administrative support as Sci Quest relates to interacting with Banner.

Independently handle or work with Sci Quest Help Desk and Banner Solutions team to resolve IT technical issues (installation, upgrades, troubleshooting) for Procurement Operations and Contracts (POC) hardware/software, including Paper Vision.

Support core initiatives such as installations of additional Sci Quest modules and system upgrades and testing in Banner for system interfaces.

Work with existing and new suppliers to provide support and resolve system problems. Document and maintain training guidelines for existing business processes.

Work directly with Assistant Director of Procurement and supplier's IT contact to ensure successful roll outs of "Punch Out Catalog" and "Hosted" suppliers.

Ability to exercise good judgment, multi-task and balance multiple priorities in a fast paced environment. Develop, lead and facilitate Sci Quest training for both small and large group training classes. Back up with systematic documentation of training issues; perform related duties as required.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements please apply to: <https://jobs.uchc.edu>. and reference search code 2013-793. Cover letter, resume and references may be uploaded at the time you apply on-line.

**University of Connecticut Health Center  
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Farmington, CT 06032**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.