

Job Title: Information Technology Solutions Specialist
Classification: Full-time (37.5 hours/week), Non-Exempt status
Reports to: Director, Information Technology
Date: May 2022

The American Physiological Society (APS) was founded in 1887 and is a global leader in expanding knowledge related to biological function. It connects a multidisciplinary community of nearly 10,000 scientists and educators from around the world, driving collaboration and spotlighting scientific discoveries in physiology and related disciplines. The members are advancing treatments and cures for everything from cancer and heart disease to obesity and addiction. They are also deepening insight into living organisms generally, helping us to better understand how things like climate change are affecting the world around us.

APS is seeking to hire an Information Technology Solutions Specialist who will work within the IT Department and report to the IT Director. The role provides support to APS business solutions including, but not limited to its Association Management System (Personify), Content Management System (SiteFinity), and other critical business systems. The role requires a certain degree of technical skills and a proven ability to provide support to end-users in a positive and assuring manner.

Essential Duties:

- Coordinate with systems and application business owners and users to understand business problems and develop effective solutions.
- For critical business systems and applications (AMS, FMS, CMS, CRM), maintain subject matter expertise
- Provide support to projects and production activities and resolve technical issues that may arise.
- Develop business and risk mitigation strategies to achieve effective solutions and goals that are of benefit to APS.
- Identify new business opportunities and write business cases within company business architecture and acceptable procedures.
- Collaborate with IT staff in the planning, managing, and executing of assigned tasks and projects using standard project management principles and standards
- Research new systems, their functions, and features, to support end-users.
- Responsible for the setup and validation of eCommerce transactions and settlements related to various APS systems (LMS, Abstracts management, etc.).
- Plan, design, create, and maintain reporting and graphical information displays using tools such as MS PowerBI, SAP Business Objects, Crystal Reports, and other data analysis tools.

Competencies:

- Vendor management and communication
- Project Management
- Customer service
- Data analysis and visualization skills
- Business Acumen
- Advanced SQL skills (including administration and scheduling)
- Light HTML skills
- A good problem-solving attitude
- Ability to explain technical details to non-technical audiences
- Software Systems integrations and testing
- Microsoft Office products (MS365)

Required Education & Experience:

- Experience supporting management-based systems (AMS, FMS, CMS, CRM, etc.).
- Solid knowledge of business information systems
- 2 or 4-year degree in a technical field or 4 years of similar work experience in the same

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Benefits:

This position is a full-time non-exempt position. APS offers a competitive salary with exceptional benefits that include a 403(b)-retirement plan; generous paid time off; medical, dental and vision insurance plans; flexible spending; life and short- and long-term disability insurance. Close to metro and bus service with free parking.

To Apply:

All qualified applicants must send a cover letter with salary requirements and resume to resume@physiology.org.

To learn more about APS, please visit: <https://www.physiology.org>

APS is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.