

POSITION DESCRIPTION

INTERVARSITY PRESS

430 Plaza Drive

Westmont, IL 60559

Phone: 630-734-4000 Fax: 630-734-4200

*We are taking applications for this position as of January 24, 2018
Direct inquiries to Tricia Koning, Director of Information Technology
Please send application and resume to itanalyst@ivpress.com*

See listing at www.ivpress.com/jobs

Purpose of InterVarsity Press

As an extension of InterVarsity Christian Fellowship/USA, InterVarsity Press serves those in the university, the church and the world, By publishing resources that equip and encourage people To follow Jesus as Savior and Lord in all of life.

JOB TITLE: IT Web and Systems Analyst

Supervised by: IT Director

Status: Full-time, Exempt

ABOUT US:

InterVarsity Press has been publishing thoughtful Christian books for more than 70 years. We have a small and friendly IT team that works directly with the various specialty groups to help support our many publishing activities which include online sales, customer service, business-to-business relationships, editorial document preparation, graphical design work, conference participation, product warehousing, distribution, accounts receivable, royalties and more!

PURPOSE:

To advance the purpose of InterVarsity Press, this position will assist with the maintenance, integrations and operations of our business software systems and support the technology of our customer facing website.

TECHNOLOGY ENVIRONMENT:

Our primary ERP system is a vendor maintained closed application with data sourced from Microsoft SQL. Our website utilizes a vendor furnished deployment of the Orchard CMS platform. We have several additional business resources integrated into this primary environment, including our royalties and fulfillment systems.

MAJOR RESPONSIBILITIES:

Support the use of our primary ERP system by:

- Providing assistance for our operational business functions
- Providing support for trading data with our business partners using XML, and based on the current standards for ONIX and EDI
- Performing software integration and database support as needed
- Helping to maintaining good system security, particularly for areas involving sensitive data

Enhance IVP publishing processes through the use of technology by

- Facilitating improvements through the implementation of ancillary resources and solutions that meet user needs and requests
- Generating helpful documentation for solutions deployed, projects completed and for ongoing system maintenance
- Assisting with the analysis of business processes to help define technical solutions

Support the IVP websites by:

- Developing and maintaining the technologies used online such as ASP.NET, CSS, PHP, HTML, XHTML, JavaScript, REST APIs and others
- Supporting IVP websites by collaborating with the web team
- Administering a few databases that are used exclusively by the IVP websites (based primarily in SQL and MySQL)
- Evaluating and providing ideas for new web technologies that may benefit IVP

Contribute to the IT team by:

- Participating in weekly team meetings
- Participating in weekly website team meetings
- Sharing in the generation of ideas
- Serving on project teams as requested
- Contributing to problem solving and technical support
- Participating in the development of the annual IT budget
- Exercising good stewardship of time, equipment and materials
- Assisting in crisis situations

QUALIFICATIONS:

- Annually affirm InterVarsity's Statement of Faith as a maturing disciple of Jesus Christ
- Bachelor's degree (Computer Science preferred) or equivalent IT business experience
- Strong in analysis and problem solving
- Solid working knowledge of XML
- Solid understanding of current web technologies
- Familiarity with Orchard and/or ASP.NET a plus
- Knowledge of typical publishing processes a plus
- Ability to multi-task and stay flexible
- Familiarity with Microsoft Access databases a plus
- Occasional evening/weekend flexibility for special needs or projects
- Ability to work well with others; customer service orientation
- Flexibility to attend Urbana Student Missions Conference every three years (usually Dec. 26-Jan.1) and National Staff Conference every three years (usually the year after Urbana, approximately Jan. 3-8)