

Upper Midwest Banner Users' Group (UMBUG) Coordinator – open position

Title: UMBUG Coordinator (part-time about 210 hours per year)

Position Start Date: February, 2021

Relationships: Reports to Executive Committee of the UMBUG Steering Team

UMBUG is a network of institutions of higher education in the Midwestern United States. Our institutions have all licensed Banner software, and are committed to collaboration and resource sharing to solve common business problems, manage costs, and advocate effectively with Ellucian and where appropriate, with other vendors. UMBUG provides staff from member schools with a variety of collaboration resources via member access on the website as well as through participation in the annual conferences and training programs. More information about UMBUG can be found on the website umbug.org. The Coordinator is primarily responsible for the work needed to plan and deliver the annual conference, and training programs, in collaboration with colleagues from member institutions, the UMBUG Steering Team, vendor sponsors, and partnering users' groups, and to work with Web Services on content and resources for the UMBUG website as well as coordinating the activities of the Steering Team.

Responsibilities:

- Annual Conference: planning, working with and recruiting Advisory Committee members, working with vendors on sponsored sessions, conference planning, oversight, implementation and follow-up
- Winter Training: planning with Steering Team, help develop agenda and work with trainers, planning, oversight, implementation and follow-up
- Administrative: support members and Steering Team, work with vendors, work with Web Services including website content and updates, support Executive Committee, Treasurer, and Fiscal Agent

Required Experience, Skills and Attributes:

- Higher Education experience - preferred, not required
- Banner experience - preferred, not required
- Experience organizing complex events - this would include conferences, commencement, or similar events involving resources from multiple organizations - 3 years minimum
- Event planning and volunteer coordination – especially recruiting and encouraging volunteers and helping them organize presentations
- Project Management experience – recommended not required
- Managing collaboration - bringing together and working with variety of internal and external resources to support an organization's charter/mission including vendors sponsors and users' groups such as Salesforce, Slate
- Leadership skills - including organizational, communication, team building.

Compensation: Commensurate with experience and comparable positions

To Apply: Send cover letter, resume, and supporting digital files to search@umbug.org . Review of applications will begin November 1, 2020 and will continue until the position is filled.