



## POSITION POSTING SYSTEM ADMINISTRATOR

A successful candidate for the System Administrator position will hold skills in data analysis, understand data movement, and be highly detail oriented. The ability to create thorough test plans and clear documentation is a must. While working with system vendors, candidates must be able to clearly communicate requirements for enhancements and fixes to ensure problem free operations for customers. Experience with benefits systems and human resource systems is also very important as is an understanding of how insurance benefits such as medical, dental, life, long term disability, and short-term disability are administered.

The candidate must also demonstrate strong collaboration skills while working with MCC co-workers and senior system administrators. This position will serve as a backup for many processes and therefore the ability to receive training and keenly follow written instructions are a must. Much of the data MCC houses is of a highly personal nature and therefore the ability to work with discretion and the utmost care for security is imperative.

### **Technical Skills:**

Proficiency with Microsoft's suite of Office (Word, Outlook, Excel, PowerPoint) products is also a must – particularly Excel. Understanding of database systems and familiarity with file formats such as CSV, 834, and tab delimited text files is also a helpful skill.

An understanding of basic computer troubleshooting and tech support experience is also helpful but not required.

### **Resources that interested candidates may wish to explore:**

- Michigan Catholic Conference [Mission Statement and History](#)
- [Benefits Programs](#) offered by MCC
- [Webinars](#) offered by various MCC staff

### **To Apply:**

Interested candidates are asked to send a resume and cover letter no later than June 30, 2021 to:

Ryan Bunce  
Information Technology Manager  
[rbunce@micatholic.org](mailto:rbunce@micatholic.org)

**Salary:** Commensurate with the candidate's experience, education, and ability to execute the requirements of the job.

**Benefits:** As a full-time employee, the successful candidate will enjoy a comprehensive total rewards package that includes four medical plan offerings, dental, vision, life insurance, disability coverage, flexible spending accounts, an employer-sponsored defined benefit retirement plan (pension), as well as a 403(b)-retirement savings plan. Our benefit plans are designed according to the values of the Catholic Church and to serve the well-being of our participants.

**Culture:** Together with public policy advocacy, MCC provides administrative services to the seven Catholic dioceses in Michigan. As a service organization, MCC leadership places an emphasis on treating all employees with dignity and respect and is committed to helping provide its employees with ongoing professional development and the tools needed to achieve success.

*June 2021*