



# DELTA SIGMA THETA SORORITY, INCORPORATED

*A Service Sorority Founded in 1913*

1707 New Hampshire Avenue N.W., Washington, DC 20009 | (202) 986-2400 | Telefax (202) 986-2513

## VACANCY ANNOUNCEMENT

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**TITLE:** Senior Implementation Specialist

**FLSA CLASSIFICATION:** Exempt

**DEPARTMENT:** Technology Services

**SCHEDULE:** Full-Time, 40 Hours/Week

**WORKSITE:** 1707 New Hampshire Ave., NW  
Washington, DC 20009

**REPORTS TO:** Director, Technology Services

**SALARY:** Commensurate with Experience Plus Benefits

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### POSITION PURPOSE AND SUMMARY

This position leads the business transformation architecture activities of the Technology Services Department of Delta Sigma Theta Sorority, Inc. Working with both the information management systems and business processes, the Senior Implementation Specialist develops workable solutions that meet user and organizational needs. The position reports to the Director, Technology Services and supports projects based on the organization's technology strategic plan.

### DUTIES AND RESPONSIBILITIES

- Apply analytical processes to the planning, design and implementation of new and improved information systems to meet the business requirements of user departments;
- Provide overall integration and deployment services;
- Plan, design, analyze, acquire, document, test, implement, integrate, modify, and/or manage computer systems and software;
- Ensure the integration of all systems components, e.g., procedures, databases, policies, software, and hardware;
- Plan, design and document complex business processes and make recommendations to improve and support business activities;
- Analyze and document users' complex business requirements and processes; construct conceptual data and process models, including data dictionaries and volume estimates to communicate requirements. Present information and implement solutions based upon feedback and analysis;
- Revise and adjust plans, as well as plans by others, based upon needs and circumstances; and
- Conduct business analyst tasks on information technology projects and provide guidance/support throughout the project life cycle.

## **REQUIRED QUALIFICATIONS (KNOWLEDGE, SKILLS, & ABILITIES)**

- Bachelor's Degree or equivalent experience required in Computer Science, Computer Networking, Information Technology or related field. Advanced degrees will be weighted in the interview process.
  - A minimum of 8 years working in an ERP environment and have played a key role or SME on a project implementation team.
  - Active involvement on a full life cycle implementation with detailed functional knowledge and an understanding of the business and technical integration issues associated with ERP implementation highly desired.
  - A background with interfaces and data conversion, capabilities and limitations of various ERP technologies as well as the setup and configuration issues associated with these technologies also highly desired.
  - Certification in the following preferred:
    - PMP
    - Agile
    - ITIL or Six Sigma
  - Must have strong and effective verbal and written communication skills;
  - Travel may be required annually during the National Convention or the Regional Conference cycle.
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Before applying, please visit our website, [www.deltasigmatheta.org](http://www.deltasigmatheta.org), to familiarize yourself with who we are and our mission. To apply for this position, submit a current resume that reflects that you possess the required qualifications, along with a cover letter that specifically states your salary requirements.

**Mail to – Delta Sigma Theta Sorority, Inc.**  
**1707 New Hampshire Avenue N.W. Washington, DC 20009**  
**Attn: Human Resources Director**

**Or email – [hrmanager@deltasigmatheta.org](mailto:hrmanager@deltasigmatheta.org)**