INDIAN RIVER STATE COLLEGE
POSITION DESCRIPTION

POSITION TITLE: Workday Support Specialist

LOCATION: Main Campus – Fort Pierce

CLASSIFICATION: Full Time Support

CLASS: 11 – 12A

SUPERVISORY: No

FUNDING: I

FLSA STATUS: Exempt

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

The qualifications and skill requirements for this position include:

- Associate’s degree supplemented by a number of years in directly related work experience;
- Knowledge of financial operations;
- Ability to handle multiple priorities and assignments, organize work, make decisions, and function independently;
- Excellent interpersonal, analytical, communication, and critical thinking skills;
- Ability to work effectively with College staff and administrators on all levels;
- Preference shall be given to the following:
  - Bachelor’s degree or equivalent and knowledge of Workday Financials

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The essential job functions and responsibilities for this position include, but are not limited to:

- Workday Financial Data Management (FDM) Administration;
- Change management;
- Workday Financial reporting;
- Testing and implementation.

SPECIFIC DUTIES AND RESPONSIBILITIES:

The specific duties and responsibilities for this position include, but are not limited to:

1. Ensure the overall success of weekly and biannual releases of Workday, specifically as it relates to FDM processes and functionality;
2. Manage cases with Workday Customer Support when required for problem resolution;
3. Create and modify Workday Financial reports;
4. Work with technical staff on business processes and integrations as needed;
5. Meet with primary stakeholders and end users to determine additional functional needs;
6. Research issues, analyze possible solutions, collaborate, test and implement agreed upon conclusions;
7. Represent IRSC at Workday user meetings and on conference calls;
8. Assist end users with testing current and new functionality;
SPECIFIC DUTIES AND RESPONSIBILITIES (Continued):

9. Ability to negotiate and exchange ideas with others and to arrive jointly at decisions, conclusions, and solutions.
10. Complete other duties and responsibilities as assigned.

PHYSICAL REQUIREMENTS:

This position requires an ability to sit, stand, walk, bend, lift, reach up, stoop, and carry items occasionally in excess of twenty-five (25) pounds. It also requires manual dexterity to operate standard office machines, such as, copier, fax, calculator, telephone, and other equipment as necessary. IRSC expects its employees to follow proper safety standards while employed by the College.

This description is intended to indicate typical kinds of tasks and levels of work difficulty that will be required of positions given this title and shall not be construed as declaring every specific duty and responsibility of the particular position. This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Please sign and date this document. This fully executed job description becomes evidence of sufficient job requirement disclosure and acceptance and is incorporated into permanent record. A copy of an executed job description must accompany any single position application notice and/or set of application materials.

____________________________   ________________________________   __________________
Applicant/Employee Printed Name  Applicant/Employee Signature  Date