

**Position:** Information Technology Programmer/Analyst

**Department:** Information Technology

**Reports to:** Director of Enterprise Systems

**Job Summary:** Assists in the support and development of application programs for the College's Enterprise Resource Planning (ERP) administrative system (which is currently Ellucian Colleague). Responsible for intensive programming and day-to-day support of all ERP modules and reporting tools.

**Duties and Responsibilities:**

- Perform software development projects including, but not limited to, those using Colleague Studio and SQL Studio.
- Assist in upgrades and maintenance of systems including, but not limited to, Colleague, WebAdvisor and the Ellucian user interface.
- Assist in the support and maintenance of the College's reporting tools, including Colleague Informer.
- Assist in administration of data exchanges to and from Colleague, Blackboard One Card, Canvas LMS and other systems utilized by the College.
- Provide documentation and project plans for projects as requested.
- Provide recommendations on the use of the Colleague software and how to best satisfy the business needs of the College's information technology systems users.
- Analyze, design, document, implement and support Colleague and Colleague-driven applications and processes used throughout the College.
- Maintain required auditor processes and provide documentation of such processes as necessary.
- Work with consultants and vendors retained by the College to assist in the development, testing and implementation of systems, including, but not limited to, Colleague related systems, and/or Colleague modules to enhance system functionality.
- Perform other duties as requested.

**Qualifications:**

- BS degree in Computer Science or related field is required.
- A minimum of three years' experience in software development and database administration is preferred.
- Working knowledge of relational databases, particularly MS SQL Server/MySQL.
- The ideal candidate will excel in a team environment and have a background in Ellucian Colleague, UniData, Relational Database Management System (RDBMS), and SQL Studio.
- Expertise in Colleague, SQL Studio, WebAdvisor and Informer is preferred.
- Familiarity with an enterprise grade server operating system (Windows Server) is required; a willingness to learn more and assume some system level responsibilities is required.
- An understanding of web server software and an exposure to one or more of the following is preferred: IIS, Tomcat, ServletExec.
- Experience with one or more of the following reporting tools is preferred: Crystal Reports, Informer, WebIntelligence.

- Excellent problem solving skills with the ability to analyze a problem, determine the optimal solution, test and produce documentation.
- Must be able to work independently, as well as be a member of a team
- Must be able to work occasional evenings, weekends and/or other non-routine work hours. For example, systems maintenance, cutovers, or similar activities may need to be performed outside of the College's normal business hours.
- Strong interpersonal and communication skills both verbal and written is required; must have the ability to work well with students, faculty and academic administrators.
- The successful candidate will be culturally sensitive with a deep understanding and appreciation of a multi-cultural college community.
- Experience with working with 3<sup>rd</sup> party hardware and software vendors is preferred.

Interested applicants can apply by clicking [HERE](#)