

## **Programmer Analyst Job Description**

**CATEGORY:** Administrative and Professional  
**POSITION STATUS:** FULL-TIME  
**FLSA STATUS:** EXEMPT  
**SALARY CODE:** 21  
**REPORT TO:** DIRECTOR OF INSTITUTIONAL RESEARCH  
**REVIEWED DATE:**

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

### **JOB SUMMARY**

The programmer analyst is responsible for all aspects of developing, programming, integration, testing and implementation of applications to support and interface with Ellucian Colleague, the college's administrative computing system. Essential job functions include: analyzing user needs and developing solutions to meet user requirements; developing and maintaining administrative applications; developing reports using Evisions products, creating and maintaining application interfaces to various ancillary administrative systems.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Designs, codes, tests, and maintains administrative applications.
- Works with end users of administrative applications for testing and troubleshooting.
- Project manages application implementations.
- Determines and configures the application system interfaces to various ancillary software.
- Uses information technology best practices and procedures while satisfying end user requests.
- Creates reports, forms, etc. utilizing the Evisions product suite.
- Communicates with end users in interpreting and delivering requirements.
- Determines test procedures and performs unit testing and debugging.
- Writes code for enhancing existing programs or developing new programs.
- Provides 24/7 support for production critical situations.
- Participates in evaluation and implementation of new enterprise tools, software and applications.
- Documents programs, procedures, technical instructions and business processes.
- Serves on Colleague User Group, and other College committees and teams.
- Participates in appropriate industry organizations and conferences.
- Maintains technical skills through formal and informal training.

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### **REQUIRED KNOWLEDGE AND SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of the community college.
- Must exhibit highest professional integrity and ability to work confidentially with discretion.
- Familiarity with institutional research issues and other institutional research concepts.
- Knowledge and skills related to educational research.
- Strong demonstrated organizational skills in handling, directing and prioritizing multiple and complex assignments and projects, with excellent attention to detail.
- Ability to work independently according to established schedules and to complete assignments and projects as per defined timelines.
- Strong customer service skills and ability to work effectively in a team environment.
- Excellent customer service skills and interpersonal skills.
- Excellent oral and written communication skills.
- Ability to handle sensitive and extensive confidential data.

Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization, with excellent attention to detail.

- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- Ability to define problems, collect data, establish facts, draw valid conclusions, and effectively present information.

### **REQUIRED EDUCATION AND EXPERIENCE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Associate Degree in Computer Science or appropriate field from a regionally accredited institution.
- At least three years of related experience; or equivalent combination of education and experience.
- Experience with an integrated higher education enterprise database
- Proficiency in Pro\*C, SQL, PL/SQL and Evisions Argos experience is desirable.
- Ability to work and learn independently; good initiative, self-motivation, communication and organizational skills.
- Ability to prioritize and work on multiple projects simultaneously and to collaborate in a team environment.

## Programmer Analyst Job Description

### PREFERRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Computer Science or appropriate field from a regionally accredited institution.
- Experience with Ellucian Colleague system.

### CERTIFICATES AND LICENSURES

- NONE.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands and fingers to handle objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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#### Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations
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## Programmer Analyst Job Description

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

### POSTING SPECIFIC QUESTIONS

Required fields are indicated with an asterisk (\*).

1. \*How did you hear about this employment opportunity?
  - TSC Website
  - HigherEdJobs
  - Indeed
  - LinkedIn
  - Specialty Job Board
  - Facebook
  - Work-In-Texas/ Texas Workforce Commission
  - Job Fair
  - Personal Referral
2. \*Do you have an Associates' degree in Computer Science or appropriate?
  - Yes
  - No
3. \*Do you have three (3) years of related experience; or equivalent combination of education and experience?
  - Yes
  - No
4. \*Do you have experience working with an integrated higher education enterprise database?
  - Yes
  - No
5. \*Are you proficient in Pro\*C, SQL, PL/SQL and Evisions Argos?
  - Yes
  - No
6. \*Are you able to work independently; good initiative, self-motivation, communication and organizational skills?
  - Yes
  - No
7. \*Are you able to prioritize and work on multiple projects simultaneously and to collaborate in a team environment?
  - Yes
  - No