Programmer/Analyst

Information Technology Services

Position Summary

The Programmer/Analyst is a member of the Institutional Information Systems team of the ITS Dept., supporting the College community’s use of electronic resources. Working with various campus departments and ITS colleagues, the successful candidate will gain understanding of business processes and workflows and provide programming, data integration support, and reporting to create efficiencies in support of the mission of the College. The Programmer/Analyst will also manage project timelines to ensure that critical deadlines are met. Other duties include administrative software maintenance such as performing upgrades and patches.

Essential Functions

❖ Providing systems analysis for Ellucian’s Banner ERP and other administrative applications, often spanning multiple functional areas.
❖ Performing requirements analysis; analyzing business processes; reviewing alternatives and recommending solutions; providing training and technical assistance; developing testing procedures; writing documentation.
❖ Working independently to understand the technical operation of a wide variety of software and services.
❖ Reviewing, analyzing, and modifying programming systems needed for maintenance, report writing, data conversion, and modification of the College’s administrative applications.
❖ Configuring information systems to support and enhance business processes.
❖ Writing specifications and working with other ITS colleagues, departmental end-users, and vendors to implement complex information systems.
❖ Programming data integrations between disparate campus systems.
❖ Other duties as assigned.

Qualifications

❖ A baccalaureate degree and three years’ experience working in a software development environment, or an appropriate combination of training, work experience, and skills.
❖ 3+ years of experience writing complex SQL.
❖ 3+ years of experience in designing, developing, and tuning Oracle PL/SQL (packages, procedures, functions, and triggers).
❖ Experience with SQL Developer and SQL Loader, or similar software.
❖ Strong knowledge of data integration techniques.
❖ Expertise leveraging delivered application API’s.
❖ Strong knowledge of Oracle database fundamentals and relational database concepts.
❖ Knowledge of software life-cycle, including design, testing, and implementation techniques.
❖ Familiarity with Unix/Linux environments.
❖ Excellent troubleshooting and analytical problem-solving skills.
❖ Demonstrated skills in verbal communication and technical writing, as well as the ability to explain technical subjects to non-technical audiences.
❖ The successful candidate will have strong organizational skills and be able to work both independently and with teams on small- and large-scale projects in a fast-paced, multi-tasking environment.
❖ Must have a collaborative spirit and the ability to contribute meaningfully to group discussions and work within a high performing team to create innovative solutions to complex challenges.
❖ Must remain abreast of current security and data protection standards and compliance.
❖ Ability to maintain confidentiality of work-related information and materials.

Desired Qualifications

❖ Experience with Enterprise Resource Planning systems with an Oracle back-end database (e.g. Ellucian Banner or Oracle PeopleSoft).
❖ Performing upgrades to administrative databases and software applications such as PowerFAIDS, Mainsaver, Kronos, and 25Live/Resource25.
❖ Experience in developing ETL processes and procedures; fluency with best practices for ETL design and development.
❖ Experience with Cognos, Argos, or Crystal Reports.
❖ Experience working in a higher education setting.
❖ Demonstrates Initiative: Works proactively to identify deficiencies, and to recommend and/or implement solutions.
❖ Action-Oriented: Works diligently; exudes a high level of energy; thinks quickly and creatively; makes things happen; maximizes spontaneous opportunities and eagerly pursues new challenges.
❖ Analytical: Works to understand a complex issue by breaking it into smaller pieces. Uses a step-by-step approach to critically evaluate consequences, implications, and probable outcomes.
❖ Problem Solving: Analyzes interrelated elements of problems and works systematically to solve them; uses sound judgment to develop efficient and feasible resolutions to challenging issues.

Application Instructions

Please submit a résumé and cover letter explaining how your qualifications meet the functions and requirements of the position to: resumes@oxy.edu.