PROGRAMMER ANALYST

POSITION SUMMARY

The Programmer Analyst is a member of the Intuitional Information Systems team that supports the College community’s use of electronic resources. Working with various campus departments and ITS colleagues, the successful candidate will acquire business process knowledge; master 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 and database 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.
- Programming data integrations between disparate campus systems.
- Performing requirements analysis; analyzing business processes; reviewing alternatives and recommending solutions; providing training and technical assistance to end-users and IT colleagues; developing testing procedures; writing documentation.
- 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.
- Working independently to understand the technical operation of a wide variety of software and services.
- Writing specifications and working with IT colleagues and vendors to implement complex information 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 using delivered application API.
• 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 environment.
• 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 a team 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 systematic solutions to complex problems.

DESIRED QUALIFICATIONS

• Experience with Enterprise Resource Planning systems with an Oracle back-end database (e.g. Ellucian Banner or PeopleSoft).
• Performing upgrades to administrative database and software applications such as PowerFAIDS, Mainsaver, Kronos, and R25/25Live.
• 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 recommends and implements necessary solutions, methods, procedures, or projects.
• Action-Oriented: Works diligently and exudes a high level of energy; thinks quickly; makes things happen; maximizes spontaneous opportunities and eagerly pursues new challenges.
• Analytical: Works to understand a complex situation, issue, or problem by breaking it down into smaller pieces. Uses a step-by-step approach to evaluate consequences and implications.

APPLICATION INSTRUCTIONS

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

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.