POSITION TITLE: Programmer/Analyst

SUPERVISOR: Head of Administrative Information Systems

CLASSIFICATION: AP

POSITION OBJECTIVE: Perform a variety of professional duties to support the Administrative functions of the College through computer programming support.

RESPONSIBILITIES:

- Provide daily software support to users of PeopleSoft Campus Solutions and related software.
- Work with users to define data usage and reporting needs.
- Create specifications documenting enhancement or reporting requests.
- Analyze service requests related to PeopleSoft.
- Create reports and programs using SQL/SQR, PeopleSoft Query, Crystal Reports and PeopleSoft development tools.
- Provide support to functional users and data specialists in creating and debugging their PeopleSoft queries.
- Identify and create resources (e.g. tables, documentation, programs) to increase productivity of end users.
- Perform project level work for administrative offices of the College.
- Manage project workload and priorities to ensure timely completion.
- Perform other job-related duties as assigned or directed.

EDUCATION AND EXPERIENCE:

Desirable: Bachelor’s degree in related field and three to six years experience in systems and programming or any combination of education and experience which provides the necessary skills, abilities and knowledge.

Required: Experience with PeopleSoft application development tools and languages as well as SQL/SQR and Crystal Reports. Able to perform analysis and programming tasks as an individual or as part of a team. A demonstrated ability to communicate effectively with end users and to manage projects requiring their participation. Good verbal and written communication skills, including experience with technical writing.

Preferred: Experience with PeopleSoft Application Engine and XML Publisher. Related experience in a Higher Ed environment. Prior experience in training non-technical staff in use of computer programs.