



HUMAN RESOURCES

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ASSOCIATE PROGRAMMER ANALYST

POSITION REFERENCE NUMBER: 10153-114

GENERAL FUNCTION

Provides application development and IT analysis services as part of project work. Develops requirements and specifications for new software applications and analyzes change requests for existing applications. Creates and maintains documentation for existing applications and processes. Collaborates closely with internal customers throughout the University to identify and document project requirements, specifications and priority. Participates in and/or leads process mapping and gap analysis activities. Collaborates with vendors as needed. Handles functional verification and testing activities; ensures that the developed software application meets customer requirements based on the specifications, ensures minimal defects. Identifies and documents risks, defects, and issues throughout the project lifecycle. Assists in the resolution of risks, defects, and issues. For smaller projects or initiatives, potentially handles project scheduling. Provides pro-active project feedback to the appropriate IT manager and/or internal customer.

RESPONSIBILITIES

Software Development

1. Performs software development encompassing web based applications, APIs, SQL and PL/SQL.
2. Learns and supports new software technology (3rd party software packages) as required.
3. Facilitates all aspects of software testing.
4. Involved in the full systems development lifecycle and responsible for creation and maintenance of the appropriate life cycle documents.
5. Adheres to internal standards and practices.

Analysis

1. Effectively communicates and works with internal customers, vendors and IT team members to understand and define project requirements that drive the design of quality software solutions.
2. Process maps (breakdown and document user tasks into understandable processes), performs gap analysis and translates process maps into requirements documents.
3. Assures compliance with internal standards and that all necessary documentation is created/maintained obtaining appropriate approvals throughout the project lifecycle. May help defined new internal standards as appropriate.
4. Appropriately works with and protects sensitive and confidential information such as HIPPA / FERPA data.

Other duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in Computer Science, Information Science or a related field.
2. 1-3 years of professional experience as a software developer/analyst.
3. Intermediate to advanced SQL skills are required; PL/SQL experience is a plus / desired.
4. Experience working with relational databases including Microsoft SQL*Server and/or Oracle is required.



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5. Software development experience is required; experience with the Microsoft .Net framework (C#.Net or VB.Net) and Team Foundation Server is a plus / desired.
6. The ability to work in a self-directed manner as well as part of a team is required.
7. Strong analytical and problem solving skills are required.
8. Strong interpersonal and customer service skills are required.
9. Strong organizational skills and flexibility to work in a performance driven, multi-tasking environment are required.
10. Experience using Google Apps or MS-Office, Google Sites/Forms and a diagramming tool such as Visio is a plus / desired.
11. Experience working with sensitive/confidential information (ex. HIPPA / FERPA) is a plus.
12. Experience with / knowledge of secure IT coding / data transfer techniques (ex. use of encryption) is a plus.

OTHER INFORMATION

Exemption Status: **Exempt**

Post Date: **July 17, 2017**

BENEFITS: RMU offers a competitive benefits package including Tuition Remission for full time employees and their dependents. Visit rmu.edu/benefits to view an overview of our benefits package.

HOW TO APPLY

Submit a letter of interest and an attached resume to jobs@rmu.edu. To ensure proper processing, applicants must use the following subject line format:

First Name Last Name – Position Reference Number

Example: Bob Morris - 123456

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