



Position: Application Programmer/Analyst

Department: Information Technology Services

Position Summary:

The Application Programmer/Analyst at North Greenville University (NGU) is responsible for designing, developing, and implementing application customizations primarily in the Jenzabar J1 Desktop, J1 Database, JICS portal framework, and related applications.

Responsibilities:

The Application Programmer/Analyst is directly responsible or supports the following NGU outcomes:

- Supports applications which enhance the student experience
- Supports portals and applications which serve as primary communication/transactional channels for students and faculty
- Supports processes and application that support operational and administrative units

Qualifications:

- A Bachelor's degree in computer science, computer programming, software development, or related field OR at least 5 years of software development experience (Or any combination of education, training, and experience that provides the required knowledge and abilities)
- Open source and Microsoft development practices and/or experience developing web and C# applications using open source and Microsoft tools and best practices
- Portal development in the Jenzabar Internet Campus Solution (JICS) framework



- Experience with Salesforce, Slate, Jenzabar EX/J1, PowerFAIDS, and Microsoft PowerShell
- Experience with web scripting and programming languages such as PHP, Java Server Pages, Ruby, Python, Perl, HTML, HTML5, CSS, JavaScript, jQuery, and/or AJAX.
- Experience with database and programming languages (environments) such as T-SQL and C#, NET frameworks, SSMS, SSRS, SSIS, Visual Studio, and APIs
- Authentication systems and frameworks including SAML 2.0, LDAP, and ADFS
- Knowledgeable in web standards, security, and compliance
- Project and time management / ability to coordinate resources necessary to complete an assignment and/or resolve problems while working on multiple projects simultaneously such as:
 - Web Portal development
 - Enterprise systems integration
 - Slate development and Integration
- Interpretation of functional design specifications and create technical design specifications
- Identifying and troubleshooting problems
- Working with multiple and diverse stakeholders, including administrators, faculty, staff, and students
- Analytical and problem-solving skills
- Working in a self-motivated, detail-oriented, and fast-paced learning environment
- Excellent verbal, written, and interpersonal skills
- Understand and comply with FERPA, GLBA, other applicable regulations
- Supports NGU's mission statement and core values, commitment to a Christian lifestyle and character in keeping with biblical model

Physical Requirements:

- Visual Abilities: Read reports, create presentations and use a computer system.



- Hearing: Hear well enough to communicate with co-workers, vendors, and students.
- Dexterity, Grasping, Feeling, Write, type and use the telephone, copier, and computer systems.
- Mobility: Open files and operate office machines; move between departments and attend meetings across campus.
- Talking: Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.
- Lifting, Pulling, Pushing: Exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Cognitive/Emotional: Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.

Working Relationships:

This position is a full-time position in Information Technology Services. The Application Programmer/Analyst reports to the Information Systems and Business Applications Director in IT Services.

Work Schedule:

The Application Programmer/Analyst works alongside other members of the IT Services department and with the greater campus around their process, integration, and functional needs. Work responsibilities are generally conducted Monday – Friday during normal business hours; however, upgrades and maintenance may require alternative scheduling. Regular activities require the ability to quickly change priorities.



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Travel:

Some travel could be required for training, as needed.

This job description in no way states or implies that these are the only duties to be performed by the employee. S/he will be required to follow any other instructions and to perform any other duties as requested by his or her supervisor.