



JOB TITLE:
DEPARTMENT:
SUPERVISOR:
FLSA STATUS:

Application Developer/programmer
Information Technology
Chief Information Officer
Non-Exempt

MAJOR PURPOSE:

The application developer/programmer position requires strong business skills and is responsible for providing system-level support of information systems, including installation, configuration, maintenance, and support of these systems. In addition, this position is responsible for reviewing, analyzing and occasionally modifying systems including developing, testing, debugging and installing to support information systems. This position requires a working knowledge of relational databases, web and client-server concepts, and the ability to rely on experience and judgment to plan and accomplish goals. The application developer/programmer utilizes campus-wide information systems and technology resources to enhance administrative capabilities.

PERFORMANCE RESPONSIBILITIES:

1. Strong problem solving skills are essential. Must be able to define problems, collect data, establish facts, and draw valid conclusions. To be successful should be able to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
2. Must be detail oriented. Candidate should be able to work well independently after initial training period as well as in a team environment.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:

Candidates should possess a computer science, software engineering, or other relevant degree from a four-year college preferred. 2 years of experience in the field is preferred.

REQUIRED KNOWLEDGE:

- Classic ASP (VBScript)
- Microsoft SQL
- MySQL
- IIS
- PHP
- HTML
- JavaScript
- CSS
- Windows Scripting (VB Script) preferred
- PowerShell preferred

SKILLS/ABILITIES:

- Skill in analyzing, reviewing, and rewriting programs to increase operating efficiency or to adapt program to new requirements.
- Excellent oral and written communication skills.
- Strong ability to prioritize urgency of requests to develop scope of work.
- Ability to enhance and extend the Student Information System: Three Rivers/CAMS
- Proficiency in administering learning management system: Moodle

- Skill in developing new tools and processes to sync data across various applications: SIS, Active Directory, LMS, Emergency Notification Systems, etc.
- Ability to work effectively within the culture of the University, with sensitivity to issues of diversity.
- Skill in working collaboratively. Must possess the ability and willingness to work as a member of a team, and to foster a team environment within the department and campus community.

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservation the William Jessup University doctrinal statement of personal Christian faith.

WORKING CONDITIONS:

Much of the employee's working time will be spent outdoors in all types of weather. Some driving required. The employee may be required to deal with hazardous or significantly unpleasant conditions.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and may be required to stand for long periods, work with security equipment or machinery, walk, run, kneel, crouch, stoop or crawl. Some driving required. The employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 60 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, night vision, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

Employee Signature

Date