



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA Date created or revised: 9/21/2022 Exempt/Non-Exempt Status: Exempt Responsible individual: No Campus Security Authority: No

Title: Senior Programmer Analyst
Department: Management Information Services
Status: Full-time, continuing position (may involve evenings, weekend and/or holiday work as required)
Grade: 12
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Director, Management Information Services

PRIMARY PURPOSE:

Design, develop, and maintain applications in support of College administrative and academic objectives. Develop specifications for other programmer/analysts and work from specifications supplied by others. May have project and related supervisory responsibilities.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Define system requirements with user departments.
- Prepare feasibility studies of new systems.
- Define program specifications and systems procedures.
- Participate in evaluating application software used to support administrative systems.
- Develop applications and track changes and updates.
- Develop new programs and modify existing programs according to specifications and department standards.
- Test applications and evaluate system performance before implementation.
- Develop, and maintain application development documents in accordance with department standards.
- Review applications and documentation developed by other team members to ensure the compliance with application development specifications and standards.
- Provide training to users on functions of new systems.
- Maintain proficiency in programming, systems analysis and project control tools and techniques used to develop administrative systems.
- Perform duties and responsibilities of a Programmer/Analyst.
- Assist in identifying user needs, making system presentations, integrating individual systems into major institutional systems, establishing and enforcing standards, training staff, and assigning programs.
- Evaluate, specify, and procure related components. Assist in developing information technology related bids, contracts, request for proposals and vendor relationships in support of information technology initiatives.
- Participate in committees, working groups, councils, etc. in support of information technology initiatives.

- Function independently or as a member of an information technology team as assigned. Lead, manage, and supervise technical, professional clerical, and student support staff as assigned.
- As part of self-training and in support of comprehensive, redundant, user focused support, perform functions normally assigned to other information technology support staff as required.
- Consistently develop and exhibit a positive, user focused, customer service attitude, and atmosphere.
- Work with the campus community, vendors, and IS professionals to achieve College objectives.
- Provide related administrative functions and help desk support, as required.
- Provide on call remote or on-campus support for any job-related issues, as required.
- Work occasional evenings, weekends, and/or holidays, as required.

Occasional Job Functions:

Perform other related duties as assigned by the Director, Management Information Services.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's degree.

Experience:

- A minimum of four years of programming experience.
- Experience in SQL and at least two programming languages.
- Experience in working with Windows system platform.

Skills, Knowledge, and Abilities:

- Competence in Microsoft Windows system platform.
- Competence in SQL and in at least two programming languages.
- Understanding of programming logic and competence in application design.
- Project management skills and ability to work with other professional staff.
- Ability to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others.
- Ability to communicate effectively (verbally and in writing) and possess strong interpersonal skills.
- Strong analytical and problem-solving skills.

PREFERRED:

- Bachelor's in CS, CIS, Accounting, or closely related field.
- Experience in SQL and in using one or more programming languages such as: Java, PeopleSoft, SQL, SQR, Visual Basic, etc.
- Experience in supporting ERP or administrative systems such as HR, Payroll, Student Administration, Financial, etc.
- Understanding of financial systems and some core financial processes.
- Experience in PeopleSoft (especially PeopleSoft Financials).

- Experience in Microsoft SQL Database and/or Oracle Database.
- Experience in higher education.

ENVIRONMENTAL CONDITIONS:

This position requires occasional lifting, moving, and or installation of moderately heavy equipment (such as computers), wiring, and other related information technology components.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.