**Analyst Programmer**

**Please see Special Instructions for more details.**

To ensure full consideration, applications must be received by October 4, 2017. Applications will continue to be accepted after the full consideration date, until a sufficient applicant pool has been achieved or the position is filled. The closing date is subject to change without notice to applicants. Applications will be reviewed based on the information submitted on the employment profile with education and work history along with any other requested documentation i.e. posting specific question responses, transcripts, etc. **Your profile MUST clearly show how you meet the minimum/required qualifications for the position.** Resumes are NOT accepted at the application stage for classified staff positions. Typically, the starting salary is at the lower end of the salary range. For additional information please contact: Laura Shimabuku at Laura.Shimabuku@oregonstate.edu OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement.

**Position Details**

**Position Information**

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| **Department** | Enrollment Mgmt InfoTech (XEM) |
| **Classification Title** | Analyst Programmer |
| **Job Title** | Analyst Programmer |
| **Appointment Type** | Classified Staff |
| **Job Location** | Corvallis |
| **Position Appointment Percent** | 100 |
| **Appointment Basis** | 12 |
| **Pay Method** | Salary |
| **Min Salary** | $3275 |
| **Max Salary** | $8769 |
| **Employment Category** | Regular |
| **Position Summary** | This recruitment will be used to fill one full-time Analyst Programmer, competency level 1, position for the Enrollment Management Information Technology at Oregon State University (OSU).  The mission of Enrollment Management is setting and fulfilling enrollment goals, recruiting, retaining, providing access and caring for students throughout their college career. This position serves as a member of the Enrollment Management IT staff which provide varying levels of support to the following departments: Admissions Office, Office of Financial Aid & Scholarships, Degree Partnership Programs, Office of the Assistant Provost for Enrollment Management, & Pre-College Programs.  This position will support the administration of the Customer Relationship Management (CRM) system (currently Banner Relationship Management) for the Enrollment Management division. In addition to the CRM this position provides expertise in the validation, testing, usage, and optimization of business-critical technical systems and processes in the Enrollment Management unit.  Responsible for resolving non-routine problems as they arise, serving as a resource to Admissions, Institutional Research, Registrar, and Financial Aid. Helps to translate technical information to non-technical people, and provide training when the need arises.  This classification requires a basic foundation of knowledge and skills in systems analysis and related programming support functions generally obtained by a bachelor’s degree in computer science or an equivalent amount of training and applied experience.  Work experience using online computing systems, training in structured programming techniques, object- oriented techniques and basic desktop software is highly desired. SQL, MySQL, HTML, Javascript, Groovy, or Ruby on Rails programming experience is highly desired. |
| **Position Duties** | 50% Assist with development of population selections, watch lists, alerts, business rules and other components required to administer the Customer Relationship Management system. Provide technical assistance for CRM users with development of the various components used in the CRM. Assist with campaign development and management within the CRM system. Work with communication managers and customer service staff to develop, implement and test campaigns and their components. Assist with monitoring campaign status, errors and logs related to CRM campaigns, and respond to issues that impact the operation of the production system.  30% Testing/analysis of administrative systems- Contribute to the development of testing plans for administrative system (i.e. BANNER, Banner Relationship Management (BRM), Luminis, Scholarship Management System (SMS), & NOLIJ) upgrades. Execute assigned testing in accordance with test plans. Evaluate business impact of new/changed functionality. Coordinate functional testing of system updates with subject matter experts. Work with Enterprise Computing Services (ECS) and end users to resolve issues that arise during testing and ensure resolution.  5% Reporting/report development- Develop reports on an Ad Hoc and standing basis: Collaborate with EMIT staff, end users, and Enterprise Computing Services to develop reports for various Enrollment Management Units. Oversee the creation of compliance and office status reports for weekly review. Utilize available technologies to create dashboards and other information diagrams for unit leaders.  10% Documentation- Develop & maintain technical process documentation for various Enrollment Management Units. Create and maintain both Standard Operation Procedures and Policy and Procedure manuals for technical processes. Explore available and emerging technologies for the delivery & maintenance documentation manuals.  5% Other duties as assigned |
| **Minimum Qualifications** | This classification requires a basic foundation of knowledge and skills in systems analysis and related programming support functions generally obtained by a bachelor’s degree in computer science, or an equivalent amount of training and applied experience. |
| **Additional Required Qualifications** | This classification requires a basic foundation of knowledge and skills in systems analysis and related programming support functions generally obtained by a bachelor’s degree in computer science, or an equivalent amount of training and applied experience.  Positions in the class of Analyst Programmer are primarily responsible at varying levels for the analysis, design, modification, testing, installation and maintenance of application programs, integrated systems, or software solutions including databases to meet user and organizational information needs at the system-wide, campus-wide, or individual unit level.  SQL or other database programming experience is required.  This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OAR 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. |
| **Preferred (Special) Qualifications** | Experience with object oriented programming languages strongly preferred.  The employee needs to be knowledgeable in structured coding techniques, Oracle RDBMS, SQL, MS-Windows, Hummingbird BI/Query, and Ellucian Banner to satisfactorily perform in this job.  HTML (web authoring) experience.  Excellent written and verbal communication skills.  Willing to work as a team member  Knowledge of and ability to work with computer supported systems  Commitment to exceptional customer service.  Accurate, consistent attention to detail  Familiarity with evolving technologies Strong analytical abilities  A demonstrable commitment to promoting and enhancing diversity. |
| **Working Conditions / Work Schedule** | Typically 8:00 am to 5:00 pm with occasional work on weekends or evenings to provide post migration touch testing. |
| **This position is deemed essential and the incumbent may be expected to report to work during inclement weather, emergency and other University work curtailments or closures.** | No |
| **This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.** | Yes |

**Posting Detail Information**

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| **Posting Number** | P01186CT |
| **Number of Vacancies** | 1 |
| **Anticipated Appointment Begin Date** | 10/23/2017 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 09/21/2017 |
| **Full Consideration Date** | 10/04/2017 |
| **Closing Date** | 10/11/2017 |
| **Indicate how you intend to recruit for this search** | Competitive / External - open to ALL qualified applicants |
| **Special Instructions to Applicants** | To ensure full consideration, applications must be received by October 4, 2017. Applications will continue to be accepted after the full consideration date, until a sufficient applicant pool has been achieved or the position is filled. The closing date is subject to change without notice to applicants.  Applications will be reviewed based on the information submitted on the employment profile with education and work history along with any other requested documentation i.e. posting specific question responses, transcripts, etc. **Your profile MUST clearly show how you meet the minimum/required qualifications for the position.** Resumes are NOT accepted at the application stage for classified staff positions.  Typically, the starting salary is at the lower end of the salary range.  For additional information please contact: Laura Shimabuku at Laura.Shimabuku@oregonstate.edu  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.  This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement. |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

**Documents Needed to Apply**

**Required Documents**