**Analyst Programmer**

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

To ensure full consideration, applications must be received by June 14, 2018. 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. The anticipated starting salary will be $39,312 -- $45,000. 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**

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| Position Information | | |
| **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** | | $3276 |
| **Max Salary** | | $5360 |
| **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 provides varying levels of support to the following departments: Office of Admissions & Scholarships, Honors College, Office of Financial Aid, Degree Partnership Programs, Office of the Associate Provost for Enrollment Management, and Pre-College Programs.  The Analyst Programmer 1 (AP1) is responsible for assisting with performing system upgrades, testing, and maintenance, developing reports, overseeing security maintenance, creating technical documentation, and providing technical support to the departments serviced by Enrollment Management IT. This position is responsible for systems support on the Ellucian Banner modules utilized by each of the departments serviced by Enrollment Management (EM), in addition to providing support for other business-critical technical systems. |
| **Position Duties** | | **45% Administrative Systems Support –** Contribute to the development of testing plans for administrative systems upgrades (i.e. Banner, Banner Relationship Management (BRM)/Marketing Cloud, Luminis, Scholarship Management System (SMS) and Nolij/Hyland OnBase) in consultation with senior developers and supervisor. Execute assigned testing in accordance with testing 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. Assist end users in Enrollment Management units supported by Enrollment Management IT in troubleshooting administrative system issues. Consult with users in deployment of system notifications to determine appropriate action. Assist end users in developing and understanding of system processes to ensure they continue to meet their needs and maintain compliance with Federal, State, & Institutional rules and regulations in consultation with supervisor.  **15% Reporting/Report Development –** Develop reports on an Ad-Hoc and standing basis: Collaborate with Enrollment Management IT senior developers and supervisor, end users, and Enterprise Computing Services (ECS) 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 information diagrams for unit leaders.  **15% Documentation of Technical Processes –** Develop and maintain technical process documentation for Enrollment Management units supported by Enrollment Management IT. Create and maintain both Standard Operating Procedures and Policy and Procedure manuals for technical processes. Explore available and emerging technologies for the delivery & maintenance documentation manuals.  **10% Web Support-** Assist Web Services Manager in maintaining and developing web presence for Enrollment Management units.  **10% General EM Support –** Provide support for and inventory of Enrollment Management computers, scanners, printers, and related products and services. Consult on configurations and replacement intervals. Provide formal and informal training to users within Enrollment Management units on various technologies and related processes included but not limited to: Nolij, Banner, Data Warehouse, CORE, & MS Office.  **5% Other Duties as Assigned –** Time spent attending meetings, participating in team decision making, implementing solutions to team problems as well as assisting with other team functions. |
| **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 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. |
| **Preferred (Special) Qualifications** | | SQL or other database programming experience. The employee needs to be knowledgeable in structured coding techniques to satisfactorily perform in this job.  Experience working in a technical work environment, collaborating with senior developers and under supervision.  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.  Experience utilizing Adobe Creative Suite in a work environment  Commitment to exceptional customer service.  Experience providing hardware support  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.** | | No |
| Posting Detail Information | | |
| **Posting Number** | P01569CT | |
| **Number of Vacancies** | 1 | |
| **Anticipated Appointment Begin Date** | 06/25/0018 | |
| **Anticipated Appointment End Date** |  | |
| **Posting Date** | 05/31/2018 | |
| **Full Consideration Date** | 06/14/2018 | |
| **Closing Date** | 06/21/2018 | |
| **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 June 14, 2018. 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.  The anticipated starting salary will be $39,312 — $45,000.  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**

**Optional Documents**