**Analyst Programmer**

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

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.

**Position Details**

**Position Information**

|  |  |
| --- | --- |
| **Department** | Office of the Registrar (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** | $4240 |
| **Max Salary** | $7869 |
| **Employment Category** | Regular |
| **Position Summary** | This recruitment will be used to fill one full-time Analyst Programmer, competency level 2 position for the Office of the Registrar at Oregon State University (OSU).  The Office of the Registrar is a University mission-critical unit which administers student registration, academic records, course records, management reports, produces enrollment statistics, maintains the degree audit functions, and issues official academic transcripts. It determines students eligible for degrees, issues diplomas, administers policies regarding students with academic deficiencies, enforces academic regulations, maintains the official course catalog, builds the schedule of classes, and assigns academic classrooms. Other major functions include certifying student enrollment, verification of degree completion, acting as a liaison with the Veterans Administration, NCAA Athletics Compliance Officers, and furnishing information regarding all of the above matters to others within and outside the University.   The Analyst Programmer position will serve as an integral member of the Office of the Registrar’s Functional Support Team. This position will be responsible for the development, implementation, management, enhancement and integration of software applications. Responsibilities will include analyzing, designing, programming, documenting and implementing applications that support and integrate with Ellucian Banner, Ellucian Degree Works, Appworx, Evisions FormFusion, Courseleaf Suite, College Scheduler and other software specific to our industry.  This position supports the Office of the Registrar in the development of technological solutions, products and services that impact departmental and campus-wide processes, activities, and information processing. This position is a member of a focused team of application developers and analysts in the creation of new products and services using existing or new technologies and applications, utilizing structured project management methodologies and tools. These outcomes are designed to enhance and/or improve departmental and campus processes, and provide the best possible customer service experience. |
| **Position Duties** | 50% – Work with IT partners on maintenance, upkeep, upgrades and development of Ellucian Degree Works. This includes scribing requirements, set up user roles and permissions, template creation and maintenance, Transit, SureCode and Shepentry configurations, and various other technical support for Degree Works.  Creation of reports for the Office of the Registrar staff in order to increase efficiency and reduce workload for functional units. Scheduling and creation of jobs within Appworx, some of which leverage FormFusion for email delivery to students, faculty, and staff. Create and update letter templates for FormFusion as assigned. Custom report generation for data requests which come to the Office of the Registrar for processing. Maintenance of CourseLeaf Suite Catalog, Curriculum Proposal System, and Class Schedule.  20% – Work as a contributor and team member for development of new processes and designs. With the project team, apply basic project management techniques such as identifying project scope, tying project sponsor needs to project objectives, developing work breakdown structure for tasks, and documenting project related tasks and requirements using the established project documentation process at the Office of the Registrar. Attend project planning and project status meetings.  10% – Assigns security level and provides and ends access to Banner, Degree Works, Appworx as approved by departments for employees.   10% – Provide technical support and training to end users of applications developed in this position. Develop training material and quick guides for newly implemented software and processes. Provide training workshops for the staff within Office of Registrar and related units that are direct users of the newly implemented software and processes.  5% – Staff Development: Attend weekly and monthly office meetings. Actively participate in all office discussions, office workshops and retreats. Participate in on-campus and off-campus staff development activities.   5% – Other duties as assigned: It is occasionally necessary to assist with other departments within the Office of the Registrar or other campus activities. Assist with Annual Commencement Ceremony as required. |
| **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** | Bachelor’s degree in computer science or a closely related field OR a minimum of 5 years’ work experience in a computer related field  Experience with SQL based languages  Experience with a relational database  Excellent written and verbal communication skills  Experience with Ellucian Banner  A demonstrable commitment to promoting diversity  Experience with DegreeWorks (Scribe, Transit, SureCode, Web Tools, etc.)  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** | Report development using SQL, PL/SQL  Experience producing high quality documentation  Experience working in Registrar’s Office setting  Knowledge and experience writing reports for Ellucian Banner and Degree Works databases  Experience working with and writing jobs within Appworx |
| **Working Conditions / Work Schedule** |  |
| **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**

|  |  |
| --- | --- |
| **Posting Number** | P01389CT |
| **Number of Vacancies** | 1 |
| **Anticipated Appointment Begin Date** | 03/12/2018 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 02/09/2018 |
| **Full Consideration Date** |  |
| **Closing Date** | 02/28/2018 |
| **Indicate how you intend to recruit for this search** | Competitive / External - open to ALL qualified applicants |
| **Special Instructions 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. |

**Supplemental Questions**

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

1. \* Do you have experience working in Ellucian’s DegreeWorks?
   * Yes
   * No
2. \* Do you have experience with Ellucian's Banner Student Module?
   * Yes
   * No
3. \* Do you have experience with PL/SQL?
   * Yes
   * No

**Documents Needed to Apply**

**Required Documents**

**Optional Documents**