## Analyst Programmer

## Position Details

Position Information

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| **Department** | Graduate School Admin (GRD) |
| **Classification Title** | Analyst Programmer |
| **Job Title** | Analyst Programmer |
| **Appointment Type** | Classified Staff |
| **Job Location** | Corvallis |
| **Benefits Eligible** | Full-Time, benefits eligible |
| **Remote or Hybrid option?** | Yes |
| **Employment Category** | Regular |
| **Job Summary** | **This recruitment will be used to fill one full-time Analyst Programmer, competency level 3, position for the Graduate School at Oregon State University (OSU).**   The Graduate School’s primary missions are to advance graduate education, to assure quality and unquestionable standards in graduate education and to maintain the integrity of approximately 90 graduate programs and the individuals participating in them. To this end, the Graduate School initiates and enforces appropriate regulations, policies and procedures, coordinates programs, courses, admissions standards and degree requirements, and certifies and awards all graduate degrees. Additionally, this unit is responsible for the review, approval and maintenance of several thousand graduate faculty records. By its very nature, the Graduate School’s role is central to the mission of Oregon State University.  The incumbent in this position will have significant programming and database experience, Salesforce specific experience, a strong desire to learn, enjoy researching and resolving technical issues, and interacting with and supporting a broad and diverse customer set with varying technical abilities and comfort levels. They will be detailed, thorough and persistent. |
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| **Key Responsibilits** | **35% Development**   * Lead the design, architecture and implementation of the Graduate School’s Salesforce development. * Design and develop custom applications on the Salesforce platform using the inherent configuration capabilities supplemented with supported technologies such as Apex and Lightning Web Components as needed. * Develop and maintain technical process documentation appropriate to share with the IT team. * Research and evaluate new technologies and provide value-based recommendations in terms of risks and benefits. * Develop applications within the OSU Style Guide to present end users with a branded web experience. * Maintain a shared library of Salesforce platform components. * Support the Graduate School’s Shared Use Org code repository pull requests including reviewing, merging, testing, debugging, and deploying pull requests.   **35% Maintenance and User Support**   * Perform regular updates and maintenance on existing software processes as necessary to account for changes in the Salesforce platform and university requirements. * Research bugs and issues and serve as the end of the technical problem escalation chain. * Identify potential solutions and manage solution development, testing and implementation. * Establish and maintain regular technical communication channels with the Graduate School staff and external stakeholders. * Represent the Graduate School in meetings with vendors, implementation partners and other OSU units.   **20% Student Worker Support**   * Support and mentor a team of 3-5 student workers. * Recruit or support the recruitment of student workers as needed. * Create and maintain a training program to onboard student developers. * Assign and prioritize work according to student abilities. * Support student diversity, equity, and inclusion training and seek opportunities to incorporate an inclusive perspective into the software development practice.   **5% Professional Development**   * Stay current on Salesforce feature changes as it pertains to the needs of the organization. * Attend professional training opportunities. * Participate in campus committees as appropriate.   **5% Other Duties as assigned** |
| **What We Require** | 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. |
| **What You Will Need** | * Demonstrated interpersonal and communication skills in working with users to effectively assess user requirements, communicate information about technology systems and solutions. * Ability to perform interactive debugging and to test and analyze program failures. * Experience with API’s, object-oriented programming, data management, documentation, iterative development and web-based technologies. * Experience with version control systems (e.g. git). * Documented experience coding Salesforce applications (not just configuration). * Experience with the full lifecycle of software development.   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 University Standard: 05-010 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months. |
| **What We Would Like You to Have** | * Five or more years Salesforce development experience. * Experience in a university setting. * Experience with OSU Salesforce Orgs. * Prior work experience with Banner, DocuSign, or OnBase (or similar document management system). * Experience with vendor technical documentation. * Experience as a mentor. * A demonstrable commitment to promoting and enhancing diversity. |
| **Working Conditions / Work Schedule** | The Graduate School is located on the main OSU campus in Corvallis. This position will have office space on campus and have the opportunity to work remotely, with pre-determined periodic reviews for continuation of the agreement. |
| **Pay Method** | Hourly |
| **Pay Period** | 16th - 15th of the following month |
| **Pay Date** | Last working day of the month |
| **Min Salary** | $35.81 |
| **Max Salary** | $56.79 |
| **Link to Position Description** | [**https://jobs.oregonstate.edu/position\_descriptions/12717**](https://jobs.oregonstate.edu/position_descriptions/12717) |

Posting Detail Information

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| **Posting Number** | P04563CT |
| **Number of Vacancies** | 1 |
| **Anticipated Appointment Begin Date** | 03/04/2024 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 12/22/2023 |
| **Full Consideration Date** |  |
| **Closing Date** | 01/28/2024 |
| **Indicate how you intend to recruit for this search** | Competitive / External - open to ALL qualified applicants |
| **Special Instructions to Applicants** |

## Supplemental Questions

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

1. \* Describe your experience with modifying and maintaining a large code base that you did not have a hand in building.

(Open Ended Question)

1. \* Please clearly describe your experience with the following: a. Salesforce. b. Object orienting programming languages you have experience with (e.g. Java, Apex, etc.). c. Data management and ETL tools. d. APIs. e. GitHub. f. Web technologies (e.g. HTML, CSS, JS). g. Other platforms or tech stacks you have experience with.

(Open Ended Question)

1. \* Describe your experiences supporting end users.