

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position – Programmer Analyst

Preparation Date: March 2024

Function of Position:

The Programmer Analyst is responsible to the Director of IT Application Services for the support and maintenance of all information systems for the college, especially Jenzabar. This position collaborates with users to analyze needs, develop system requirements, and write scripts, queries and procedures using Microsoft SQL Management Studio and other tools. This position will also evaluate existing procedures, make recommendations for improvements, and assist business areas in effectively using the college's application systems. Partial remote work may be a possibility.

Principal Duties and Responsibilities:

- 1) Perform day-to-day support of all administrative systems including researching problems, developing solutions, and coordinating implementation with business area users. (40%)
- 2) Analyze user requirements, design, write, test, adapt, debug, and document systems, scripts, queries, and procedures necessary to meet user requirements and consistent with ITS standards and accepted architecture. (25%)
- 3) Assist with tasks such as report writing that enhance access to information across the institution while assisting business users in developing their own report writing skills. (15%)
- 4) Coordinate the sharing of electronic data between offices. Train faculty and staff in the use of administrative software. (15%)
- 5) Attend professional development workshops, and conferences. (5%)
- 6) Perform other related duties as assigned.

Supervision:

Incumbent works independently toward established objectives using a wide range of procedures. Employee prioritizes their own work and resolves unusual cases in consultation with supervisor.

Minimum Qualifications:

- Requires an associate degree with 2 years of related experience or a bachelor's degree in computer science or related field. Experience with relational databases, SQL programming, report writers and database reporting tools required. Student experience will be considered. Must have strong analytical and problem-solving skills in order to solve technical problems and to understand the needs and problems of the clients.
- Requires excellent interpersonal relation skills in consulting effectively with faculty, staff, and students.

Preferred Qualifications:

- Experience in a Microsoft client/server environment and familiarity with Microsoft desktop applications preferred.
- Candidates with working knowledge of Jenzabar, InfoMaker, and Microsoft Reporting Services or T-SQL, and proven skills with higher education technological solutions and business processes preferred.

Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until the position is filled.

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from members of underrepresented ethnic and minority groups.