Position Summary:
The Programmer Analyst will perform the critical function of supporting and enhancing the use of business applications at Albright College. The Programmer Analyst will be a part of the Digital Strategy and Infrastructure Division and the Business Process and Applications team. Under general supervision, this person will code and modify moderate to highly complex programs, including applications/systems integration. He or She will also test and debug code; maintain, modify, and integrate applications. They will also perform analysis and design of programs, edit and approve user as well as application documentation for the use of new and revised systems, including operational documentation.

Essential Job Functions:

1) Problem resolution and process development related to Student Information System and other enterprise applications. They will also assist with upgrades, integration and maintenance of these systems as necessary.
2) Support/modify existing custom applications and data integrations as necessary.
3) Write complex queries and stored procedures using MS-SQL. Use SQL Server Reporting Services (integrated with SharePoint) to create and publish actionable reports and dashboards.
4) Consult with users to identify and analyze business needs.
5) Coordinate efforts related to custom programming requests with the supervisor and peers in the department.
6) Develops and recommends specifications for new applications and proposed changes to existing applications.
7) Provides training and documentation for users. Creates and maintains technical documentation on all custom applications.
8) Maintains familiarity with new technology standards and how each may be applied to the future growth and development of the existing systems at Albright College.
9) Perform other duties as assigned by the supervisor.
**Physical Demands:**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel; reach with hands and arms; and talk and hear. The employee is required to stand; walk; sit; and is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

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<tr>
<th>OCCASIONALLY-0-35% OF TIME</th>
<th>FREQUENTLY-36-74% OF TIME</th>
<th>CONSTANTLY-75% OF TIME</th>
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<tr>
<td>Stand</td>
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<td>Walk</td>
<td>Lift/Carry/Push/Pull 0-10 lbs.</td>
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<td>Squat</td>
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<td>Lift/Carry/Push/Pull 11-50 lbs.</td>
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**Work Environment:**

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job.

Primarily administrative environment working on computer at desk.

Some College events are held outdoors, which are subject to various weather conditions (heat, cold, wind, rain, snow).

The individual is routinely exposed to indoor conditions, minimum outdoor weather and temperature extremes, and moderate noise level.
Qualifications/Prerequisites:

1. COMMUNICATION
   - Strong written, verbal, communication, organization and interpersonal skills.
   - Respect and empathy for others.
   - Ability to work well in individual, small group, and large group settings.
   - Ability to effectively collaborate and communicate with Advancement colleagues and campus-wide partners in a respectful manner.

2. SKILLS
   - Highly honed critical and creative thinking.
   - Solid knowledge of MS-SQL database.
   - Excellent communication skills with a demonstrated ability to interact professionally with diverse group of constituents including management, coworkers, users, faculty, students, and vendors.
   - Solid understanding of business practices and a demonstrated ability to effectively map workflows, support Software Applications and make recommendations to automate/improve business/academic processes.
   - Detail oriented with strong analytical skills.
   - Desire to work as a member of a highly productive team.
   - Ability to organize independent work, set priorities, adjust to peak periods in the workflow and complete assignments independently.
   - Flexibility to perform daily recurring tasks while at the same time working on various longer-term departmental projects.
   - Ability to interact effectively with College staff and constituency.
   - Sensitivity, good judgment and the ability to handle highly confidential material and information.

3. EMPLOYMENT/EDUCATION EXPERIENCE
   - Related Bachelor’s degree and/or 5+ years of relevant experience

4. LICENSES
This job description is intended to describe the general nature and level of work performed by people assigned to this classification. It reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

Updated 6.04.18

**Job Posting:**

The Information Technology Division at Albright (DSI) is seeking a highly motivated, energetic and creative person to join their Business Process and Application team. The Programmer Analyst will need strong MS-SQL knowledge and experience. In addition to SQL, if you are someone who likes to learn, teach others, tackle complex problems with like-minded peers and possess strong creative and critical thinking skills, this role might interest you. The Programmer Analyst will need excellent communication skills, cultural competency to work in a diverse environment and the ability/willingness to work closely with a very engaged and collaborative team.