JOB DESCRIPTION

Position: Colleague Programmer/Analyst

Reports to: Director of Enterprise Applications or designee

Department: Information Technology

FSLA Status: Non-Exempt

Scope:
The Colleague Programmer and Analyst position, reporting to the Director of Enterprise Applications, will perform general system design and modifications, database administration, and programming to the college’s Colleague system. This includes analyzing functional processes of offices, and designing and implementing solutions.

Responsibilities:

• Will assist in maintaining Colleague environment for McDaniel, including planning and conducting upgrades and new software implementations. Will assist in conceptualizing and managing the long-term needs of the ERP environment for McDaniel.
• Will assist in managing Colleague infrastructure to provide optimal performance, stability, and security to system.
• Will research, recommend, and act on best practices in how system is configured, and the technology benchmarks that represent the Colleague environment as a whole for McDaniel.
• Will research best practices in leveraging Colleague to solve needs of the college.
• Will analyze and test software updates to assure compatibility with system and system customizations.
• Will build, maintain, and troubleshoot custom programs to enhance the Colleague ERP system.
• Will conduct business process review with offices and provide recommendations and insight into best use of Colleague to address needs and build efficient processes.
• Will research and analyze new technologies and applications that will address needs in business offices across the college.
• Will write programs and applications, and design user interfaces and screens for the Colleague system.
• Will gather and analyze systems and problems and build requirements to inform new solutions and develop functional design specifications.
• Will develop and maintain testing methodologies for use during upgrades and patch applications.
• Will write and maintain documentation around Colleague system, program code, and system specifications and modifications. Will additionally maintain documentation around system standards, including data backup and disaster recovery plans.
• Will serve as backup for document imaging application administrator when needed.
• Other duties and responsibilities as designated.

Qualifications:

• Bachelor’s Degree required, preferably in Computer Science.
• Strong Colleague experience crucial. Colleague system administration experience, and experience with Colleague Web API, including ELF imports.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of supervisors to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.
• Experience programming in such languages as C# or .NET.
• Experience working with Ellucian Colleague products/components including UI, WebAdvisor, E-Commerce, Portal, Self Service, Student Planning, and Mobile.
• Experience working with the following business office/operations in higher education: Financial Aid, Admissions, Registration, and Curriculum Management, Student Planning, and Degree Audit.
• Experience with Colleague Studio, UniData, and Microsoft SQL Server.
• Knowledge of client side development using JavaScript, JQuery, HTML5, and CSS.
• Understanding of project management and documentation skills necessary to assess, manage, design, code, and implement projects in Colleague.
• Solid query and report development skills.
• Solid understanding of how systems integrate, and how to move data between systems.
• Demonstrated ability to communicate clearly (verbal and written) and effectively and project a positive and professional image.
• Demonstrated ability to research and resolve complex technical issues.

Additional/Desired Qualifications
• Strong ability to manage multiple projects and initiatives at any given point in time.
• Ability to research technologies and present solutions to administration.
• Ability to strategically plan and think in terms of operational effectiveness.
• Solid understanding of security concepts, including security of databases, systems, applications, and user authentication.

Physical Characteristics:
• This position requires sitting for long periods of time, as well as some bending and stooping when working with files. This position does have some limited lifting involved but not more than 10 pounds at a time. Quite a bit of finger/hand dexterity is involved in regards to typing and/or filing. The overall setting of the job is in an area conducive to a normal office environment with minimal exposure to adverse conditions.