
EVERGREEN

The Evergreen State College EMPLOYMENT OPPORTUNITY

Web: www.evergreen.edu/employment Email: jobline@evergreen.edu
Phone: (360) 867-5361 TTY: (360) 867-6834 Fax: (360) 867-6823

Bulletin 2009-024MAT

Opens: October 14, 2009

Application review begins: November 2, 2009

SYSTEMS ANALYST / PROGRAMMER

SPECIAL NOTE

The Systems Analyst / Programmer position is available in Administrative Computing at the Olympia Campus of The Evergreen State College. The position is a professional "at will" position, exempt from state Civil Service rules and the Fair Labor Standards Act overtime requirements.

COLLEGE PROFILE

The Evergreen State College is a progressive, public liberal arts and sciences college located in Olympia, Washington, in the beautiful Pacific Northwest. Since opening its doors in 1971, Evergreen has established a national reputation for leadership in developing innovative interdisciplinary, collaborative and team-taught academic programs. The college has a vibrant undergraduate program, graduate programs, and several public service centers that constitute a unique academic setting. The College values a student-centered learning environment, a link between theory and practice, and a multicultural community of diverse faculty, students and staff working together. Current enrollment is approximately 4,800. For more information about Evergreen, please visit our college catalog or our website: <http://www.evergreen.edu>

POSITION PURPOSE

The position works directly with users, either independently or in a lead role, to perform analysis, application design, development, maintenance, programming, project management, quality assurance, trouble shooting, problem resolution and/or consulting tasks for a wide range of highly complex computing systems, applications, data access/retrieval and multi-functional databases. The position directly supports the SunGard Higher Education Banner suite of software (including Registration, Admissions, Financial Aid, Finance, Accounts Receivable and Advancement) interfaces between Banner and other applications and numerous custom applications. The position reports to the Manager of Administrative Applications.

NATURE AND SCOPE

As a senior-level specialist in an area of responsibility and/or as a team or project leader, applies advanced technical knowledge and considerable discretion to evaluate and resolve complex tasks such as planning and directing large-scale projects; directing or facilitating the installation and/or maintenance of complex systems, hardware, software, application interfaces; quality assurance and testing; planning, administering and coordinating organization-wide training; acting as a liaison on the development of applications; representing institution-wide computing standards, policies and philosophy at meetings; applying and enforcing security policies and standards.

COMPENSATION

- Experience and training may be considered in salary placement.
- Salary is \$5697 to \$6551 per month.
- A full benefits package which includes: 12 days of sick and 22 days of vacation leave per year; paid holidays; a generous medical, dental, life and disability insurance package for employees and dependents; the TIAA-CREF retirement program; deferred compensation and optional supplemental retirement accounts are available. For more information about Evergreen's excellent employee benefits, view <http://www.evergreen.edu/payroll/employeebenefits.htm>
- After six months of employment, employees are eligible for the Tuition and Fee Waiver and Tuition Discount programs.

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DESIRED QUALIFICATIONS

- Two years system/product management experience with the development, maintenance and enhancement of an enterprise level application such as the SunGard Higher Education Banner suite within a server based computing environment. Examples of system/product management can include comprehensive system analysis, programming, database support and/or design.
- A Bachelor's degree in computer science, computer information systems, business administration, mathematics or related science field may substitute for one year of required experience.
- Conducting analysis and/or programming for an enterprise level application such as SunGard Higher Education Banner suite may substitute for one year of experience.

ESSENTIAL FUNCTIONS

- Provide technical consultation and support for major, mission critical administrative applications, like Sungard's Banner suite, as well as various homegrown software applications that extend or enhance the Banner suite.
- Serve as a senior-level technical specialist in the areas of:
- SQL, PL/SQL and enterprise database applications (Oracle, MS SQL Server, Access)
- Operating systems (Windows & Linux) and scripting languages
- Applications design and development methodologies and best practices
- Web application development languages (e.g. JAVA, HTML, PHP, XML) and frameworks, integrated development environments (e.g. Eclipse with Adobe Flex Builder) and content management systems (e.g. Drupal)
- Data analysis and reporting
- Technical documentation
- Quality assurance and testing
- Agile project management
- Version control and bug tracking
- Meet regularly and as required with assigned administrative users at the supervisor and director level to determine user requirements. This includes analyzing needs/problems and giving advice to administrative users as to the technical feasibility of solutions.
- Collaborate with other system analysts, application developers, users, and managers to prioritize computing resources. Provide accurate estimates of planned work and collaborate with the team on meeting deadlines.
- Develop technical specifications for the development of new computer systems and the modifications of existing ones. This includes the development of specifications for databases, forms, reports, interfaces and batch processes.
- Design, code, test, implement, and maintain new database applications and modify existing ones. Present designs and code for review in Administrative Computing team walkthrough sessions.
- Prepare technical documentation for computer programs, systems, operations, and users.
- Monitor and respond to problems with computer systems in production.
- Consult with system administrators in troubleshooting hardware and software problems.
- Follow established coding standards and processes in place for the team and contribute to their evolution. This includes maintaining projects and cases on the team drupal site, using Subversion for version control and participating in Agile and pair programming efforts.
- Participate in staff meetings, technical work sessions, user/technical groups and presentations.
- Additional duties as assigned, in the support of organizational goals and mission.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to provide senior level information technology consultation and specialized analysis, troubleshooting and problem resolution for major organization-wide, high risk/high impact or mission critical applications (like Sungard HE Banner suite), projects, databases, supported products or operational problems.
- Ability to apply relational database concepts, design, develop, maintain, program, test, assure quality and develop applications, queries, views, tables, packages, procedures and functions using SQL and PL/SQL or equivalent database development tools in an Oracle database or equivalent.
- Advanced knowledge of SQL, PL/SQL, PHP, JAVA or equivalent programming language(s) AND respective frameworks and integrated development environments used to develop multi-tiered, distributed applications.

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KNOWLEDGE, SKILLS AND ABILITIES (continued)

- Working knowledge of Linux and Microsoft operating systems and utilities (BASH, Reflection, Cygwin, etc) or equivalent.
- Strong organizational and customer service skills.
- Excellent written and interpersonal communications skills.
- Ability to work collaboratively and independently in a culturally diverse community with other Systems Analyst / Programmers, users, and managers.
- Ability to provide full life-cycle systems support of administrative applications including the use of version control and bug tracking software.
- Working knowledge of Microsoft Windows and Office products (Word, Excel, Access) or equivalent in a multi-user environment.
- Working knowledge of web resources and other tools used to support systems development, customer support and professional development.
- Ability to complete assigned tasks independently.
- Ability and desire to learn new programming language(s), integrated development environments, methodologies and technology.

CONDITIONS OF EMPLOYMENT

As a condition of employment, persons hired must provide proof of identity and employment eligibility within three (3) days of beginning work and submit to a background check.

APPLICATION PROCESS

Please carefully read the job bulletin and submit **all requested items by the review date for first consideration**. After the review of applications begins, this position may close without further notice. Applicants will not be notified once a closing date has been established. The committee in its screening of applicants will assume your abilities and experience include only those elements specifically documented within your application materials. By submitting a completed application for this position you are acknowledging that all of the information that you have submitted to apply for this job is true and complete to the best of your knowledge. You understand that The Evergreen State College may verify this information and that untruthful or misleading answers are cause for rejection of your application or dismissal if you are hired.

TO SUCCESSFULLY APPLY AND BE CONSIDERED FOR THIS POSITION YOU MUST COMPLETE AND SUBMIT ALL THE FOLLOWING REQUIRED APPLICATION MATERIALS:

1. A letter of application that specifically indicates how you meet the **Desired Qualifications** and the **first 3 bullets of the Knowledge, Skills and Abilities** listed above.
2. A resume which includes a chronological work history that details your education, training and professional experience including months and years in each position.
3. At least three work-related references (required) including the names, current addresses and telephone numbers and an Affirmative Action Data Sheet (optional). See attached forms.

Materials may be submitted using any one of the following options:

- ❖ **Email:** jobline@evergreen.edu
- ❖ **Mail:** The Evergreen State College
Human Resource Services, LIB Rm. 3102
2700 Evergreen Parkway NW
Olympia, WA 98505
- ❖ **Fax:** (360) 867-6823
- ❖ **Or in person to the Human Resource Services office.**

Application materials submitted to the College become property of the College and will not be returned.

To request disability accommodation in the application process, call the Human Resource Services Office at (360) 867-5361 (voice), or (360) 867-6834 (TTY) or email your request to jobline@evergreen.edu.

Changes and/or modifications to this bulletin will be located in the Human Resource Services Office, Library Building, Room 3102 and on our web site at: www.evergreen.edu/employment

Committed to equal opportunity and operating with an Affirmative Action Plan, The Evergreen State College is working to build a diverse faculty and staff. We strongly encourage qualified persons of all races, ethnicities, and sexual orientations, persons of disability, persons over forty, women, Vietnam Era and disabled veterans to apply.

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AFFIRMATIVE ACTION DATA

Please complete and return this form with your employment application package.

Name: (Print) _____

Position: SYSTEMS ANALYST / PROGRAMMER 2009-024MAT

Check the item that best describes how you first heard about this position.

- Evergreen's web site
 Evergreen Colleague
 Letter/E-mail from Evergreen's Office for Equal Opportunity
 Colleague not at Evergreen
 I was nominated
 Chronicle of Higher Ed
 An organization electronic notice: _____
 An organization publication: _____
Other web site: _____
Newspaper or other publication: _____
Other: _____

The Evergreen State College is an equal opportunity employer. The College's state-approved Affirmative Action Program seeks to ensure that employment opportunity information reaches all qualified potential candidates, including African Americans, American Indians/Alaskan Natives, Asians/Pacific Islanders, Caucasians, Hispanics, women, men, persons age 40 and over, persons with disabilities, disabled veterans, and Vietnam era veterans. To implement this program more successfully, the college requests that you provide the following information. Submission of this statistical information is voluntary; failure to complete this portion of the form will not adversely affect your candidacy for employment.

This information will be separated from your application and handled confidentially by the Office for Equal Opportunity.

Please check any/all of the following that apply:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Male |
| <input type="checkbox"/> | Female |
| <input type="checkbox"/> | African American/Black |
| <input type="checkbox"/> | Asian/Pacific Islander |
| <input type="checkbox"/> | Age 40 or older |
| <input type="checkbox"/> | Caucasian/White |
| <input type="checkbox"/> | Hispanic/Latino |
| <input type="checkbox"/> | Person with a disability |
| <input type="checkbox"/> | Native American/American Indian/Alaska Native |
| <input type="checkbox"/> | Special Disabled Veteran (30% or more disability) |
| <input type="checkbox"/> | Vietnam Era Veteran (served 180 days or more between 2/28/61 and 5/7/75 and does not have a dishonorable discharge) |

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REFERENCES

Name: (Print) _____

Position: SYSTEMS ANALYST / PROGRAMMER 2009-023MAT

References: Please print or type: Name, position title, current address and telephone number.

1. _____

2. _____

3. _____

(List additional references on separate sheet)

"I hereby authorize The Evergreen State College to make inquiries regarding my education, work experience and references, unless otherwise stated. I hereby release all parties and persons associated with any such inquiries from liability in connection with information they give."

Comments: _____

Signature of Applicant

Date