



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION: Programmer Analyst

LOCATION: Information Technology Department
Initially located at the Warwick Campus

REPORTS TO: Manager, System Development

GRADE: CCRI PSA 10

WORK SCHEDULE: Non-Standard; 35 hours per week

SUPERVISES: May exercise supervision over part time and student employees.

ABOUT CCRI:

The Community College of Rhode Island is the state's only public comprehensive associate degree and certificate-granting institution. We provide affordable open access to higher education at locations throughout Rhode Island. Our primary mission is to offer recent high school graduates and adult learners the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.

At CCRI, we are committed to building an inclusive and diverse campus community. We strive to hire and retain culturally competent faculty and staff members who reflect the demographics of our state and our increasingly diverse student population.

We believe that our diversity is our strength. We celebrate, support and thrive on the diverse experiences, backgrounds, and perspectives that are represented across our four campuses.

We are OneCCRI, working together to prepare learners to achieve their highest potential.

To learn about what employees value at CCRI and what it means to work here, please read about our Guiding Principles and watch videos of our employees doing what they do best: <https://www.ccri.edu/equity/culture/guidingprinciples.html>

JOB SUMMARY:

Develop and modify computer programs and maintain existing administrative systems. Work from specifications supplied by technical leads.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works with lead programmer analysts, business analysts, and managers to develop solutions for end users.
- Develop and modify technical documentation to support applications maintenance, operations, and end-user training.
- Collaborate with team members to complete assignments.

- Maintain status of work assignments to report progress using supported project management tool.
- Ability to multi-task and prioritize work assignments.
- Works with IT Operations to troubleshoot and automate processes.
- Responsible for testing programs and procedures to ensure compliance with specifications.
- Troubleshoot problems and failures and work to resolve issues.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.

OTHER DUTIES AND RESPONSIBILITIES:

- Participate in team review of work progress.
- Assist project leader in creating test data, updating data dictionaries and other project related tasks.
- Maintain proficiency in programming and other tools used in developing information systems.
- Additional responsibilities as directed by the supervisor consistent with rank and position.
- Work collaboratively with others and provide quality customer service in a diverse and inclusive environment.

LICENSES, TOOLS AND EQUIPMENT:

- Must be proficient in the use of computer workstation equipment, computers, computer software and peripheral devices, such as printers and scanners.
- Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

- Associate's Degree plus relevant programming experience is required.
- Working knowledge of Evisions products Argos, FormFusion, Intellicheck preferred.
- Working knowledge of Cold Fusion development preferred.
- Application programming experience in an Ellucian Banner ERP software environment (Finance, Financial Aid, Student or Human Resources) preferred.
- Demonstrated ability to select, insert, delete and update data stored in a relational database such as Oracle and MySql is required.
- Demonstrated ability to communicate effectively with people of varying degrees of technical ability is required.
- Demonstrated ability to communicate effectively and collegially with colleagues is required.
- Demonstrated logical, analytical, and problem-solving skills are required.
- Demonstrated capacity for self-directed learning is required.
- Excellent organizational skills are required.
- Ability to supervise others productively.
- Ability to work independently on multiple assignments and to work collaboratively within a team is required.

CCRI is an Equal Opportunity / Affirmative Action Employer.

We recognize that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Title IX Coordinator at: TitleIXCoordinator@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here: <https://ccri.edu/campuspolice/pdfs/ASR-Final-92019.pdf>

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Knight Campus

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