Office of Human Resources

POSITION DESCRIPTION

POSITION: Programmer Analyst

LOCATION: Information Technology Department
                       Primarily located at the Warwick Campus

REPORTS TO: Manager System Development

GRADE: CCRI PSA 10

WORK SCHEDULE: Non-Standard; 35 hours per week

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:

Under limited supervision, responsible for developing and maintaining reporting data blocks, SQL, reports; within the College's Business Intelligence systems; assist with ODS Administration tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- As required, performs duties of a Programmer Analyst.
- Define requirements in consultation with data custodians.

- Review program specifications to confirm logic and time estimates with user department and supervisor.
- Design, develop, implement, and support new data blocks, SQL and associated reports using Evisions Argos.
- Work with data custodians to test and evaluate results to ensure compliance with specifications.
- Assist the Manager-Systems Development with ODS Administration by using the ODS Administrative Interface: set up user accounts and roles, set up parameters, schedule processes, run utilities, maintain freeze data.
- Working with the DBA, resolve ODS refresh run-time errors.
- Follow reporting standards and naming conventions.
- Troubleshoot problems and failures and work to resolve issues.
- Participate in team review of work progress.
- Develop and modify technical documentation to support application maintenance, operations, and end-user training.
- Maintain proficiency in programming and other tools used in developing reporting structure.
- Perform other related duties as directed
- Respond to technical emergencies outside of normal working hours as needed.
- Keep up with changes in software development tools and techniques, programming languages, reporting tools, and vendor supplied information systems for higher education.

LICENSES, TOOLS AND 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 in computer science or related field is required; Bachelor's degree preferred.
- Experience working with Ellucian Banner experience preferred.
- Minimum of two years' experience with writing standard queries and reports with SQL, PL/SQL. Evisions Argos and Oracle databases experience preferred.
- Demonstrated ability to communicate effectively with people of varying degrees of technical ability is required.
- Demonstrated ability to communicate effectively and collegially is required.
- Demonstrated logical, analytical, and problem-solving skills are required.
- Demonstrated capacity for self-directed learning is required.
- Excellent organizational and communication skills are required.
- 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

Knight Campus

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