



**DATE ISSUED:** 07/15  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Applications Developer I – Oracle E-Business

### **JOB SUMMARY**

This position is an **Oracle E-Business** applications development position. Knowledge of application programming, database querying, reporting, interfaces and software implementation to support our enterprise Oracle E-Business system. Knowledge of multiple programming languages, technologies and business acumen is needed. Responsibilities include defining, developing, testing, analyzing, programming, and maintaining Oracle E-Business software applications in support of the university's business requirements. This position consults with users to gather, interpret and document business requirements. Work is performed under supervision of the Manager, Applications Development and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Manager, Applications Development, Oracle E-Business

*Supervises:* May supervise employees as assigned

### **ESSENTIAL DUTIES** - *May include, but not limited to the following:*

- Write, modify, debug and implement software.
- Design and develop application components.
- Test and document software.
- Support systems and procedures for reporting of information resources and institutional data.
- Assist in all phases of system development and implementation including design, coding, testing, documentation, training and implementation.
- Ensure programming standards, development methodology and project management techniques are followed.

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- Work directly with administrative and academic departments to ensure technology projects are delivered as requested.
- Provides input for the development, testing and support of the institutional risk management program for business continuity, security and disaster recovery.
- Consults and assists other teams on projects and integration issues within the Office of Technology.
- Define business needs, application scope and objectives, analysis and solution recommendation and application software development and/or implementation.
- User requirements gathering, analyzing, application programming, testing, database querying, reporting, interfaces and software implementation and maintenance to support our campus-wide enterprise system.
- May be required to work a flexible schedule, including nights, weekends and holidays.

### **ADDITIONAL DUTIES**

- Performs other duties as requested.

### **EDUCATION**

Bachelor's degree required. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis.

### **EXPERIENCE**

Five years job related work in computing and/or communications, education environment

### **REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

#### **Knowledge:**

- Programming: SQL, PL/SQL, Java.
- Development/Reporting Tools: TOAD and SQL Server Reporting Services.
- Oracle Other: XML Publisher, Workflow, Approvals Management.
- Oracle E-Business Suite application knowledge.
- Working knowledge of office practices and methods.
- Basic business principles and business and industry-specific terminology.

- Business case analysis.
- Quality Assurance concepts and procedures.

**Skills:**

- Programming experience/knowledge (SQL, PL/SQL, Java).
- Reporting experience/knowledge (SQL Server Reporting Services).
- Database concepts including tables, data types, instances, fields, connection strings, and records.
- Techniques for requirements gathering.
- Case tools and integrated development systems.
- Code libraries including third party libraries.
- Compilers and interpreters.
- Configuration management methods.
- Debuggers and editors.
- Documentation systems and knowledge database.
- Profilers and logical analyzers.
- Source code control.
- Test system utilization.
- Stored procedures.

**Abilities:**

- Ability to gather, interpret and document business requirements.
- Ability to operate on independent judgement based on an understanding of organizational policies and procedures.
- Ability to establish effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively -orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including related university software and email.

***PHYSICAL DEMANDS***

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

The employee may be required to travel.

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**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.***

***All positions at Texas Woman’s University are deemed security sensitive requiring background checks.***