



DATE ISSUED: 08/15
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Applications Developer I – Business and Web Apps

JOB SUMMARY

This position is a **Business and Web** applications development position. Some knowledge of programming languages, technologies and business acumen is needed. Preferred skills include SQL, Classic ASP, SQL Server Reporting Services (SSRS), Raisers Edge, SharePoint, Workflow, and Kofax. Responsibilities include user requirements gathering, analyzing, application programming, testing, database querying, reporting, interfaces and software implementation and maintenance to support the multiple web applications and business software. Work is performed under the 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

Supervises: No supervisory responsibility

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

- Writes, modifies, debugs, implements and maintains software in a variety of platforms and in accordance with established standards.
- Assists in all phases of system development and implementation including design, coding, testing, reporting, documentation, training and implementation.
- Assists in defining business needs, application scope, objectives, analysis and solution recommendation and application software development and/or implementation.
- Supports systems and procedures for reporting of information resources and institutional data.
- Works directly with administrative and academic departments to ensure technology work tickets and projects are delivered as requested.

- Develops and evaluates system specifications.
- 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

Three years job related work in technology or 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:

- Technical knowledge including database querying.
- Knowledge of office practices and methods.
- Basic business principles and industry-specific terminology.
- Business case analysis.
- Quality assurance concepts and procedures.

Skills:

- Programming languages: SQL, Classic ASP.
- Reporting tools: SQL Server Reporting Services (SSRS).
- Developer tools: Visual Studio, TOAD.
- Business/Web applications: SharePoint Forms and Workflow, Nintex Forms and Workflow, The Raisers Edge, document management applications, incident/project management applications, Kofax and others.
- Software lifecycle activities.
- Techniques for requirements gathering.
- Technical skills.

- Modeling concepts.
- Prototyping procedures.
- Database concepts including tables, data types, instances, fields, connection strings, and records.
- Relational, hierarchical and object orientated database architectures and structure.
- Source code control.
- Stored procedures, functions, and triggers.
- Case tools and integrated development systems.
- Code libraries including third party libraries.
- Compilers, interpreters, debuggers and editors.
- Configuration management methods.
- Test system utilization.
- Creation of forms and reports.
- Problem solving skills.
- Communication and interpersonal skills.
- Documentation systems and knowledge database.

Abilities:

- Ability to gather, interpret and document business requirements.
- Ability to complete technical projects, given detailed specifications.
- Ability to work effectively under the supervision of others.
- 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 represent the department and University in a friendly, courteous, and professional manner.
- Ability to learn quickly.
- Ability to use a personal computer and other office equipment, including university related 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.