



JOB DESCRIPTION

TITLE

Applications Developer III – Ellucian Colleague

JOB SUMMARY

This position is an **Ellucian Colleague** applications development position. Knowledge of multiple programming languages, technologies and business acumen is needed. Preferred skills include Oracle SQL and PL/SQL, SQL Server Reporting Services (SSRS), SQL Server Integration Services (SSIS), Colleague Student applications, Colleague Envision, Colleague Studio, Colleague System Designer, Colleague System User, Colleague Release System, and Colleague Student. Responsibilities include user requirements gathering, gaps and system analysis, design, application programming, testing, database querying, reporting, and software implementation, integration and maintenance to support the Ellucian Colleague enterprise system. This position consults with users to identify current operating procedures and to clarify complex program objectives. 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:

- Provides lead support, gaps and system analysis, development, integration and maintenance of information technology systems.
- Writes, modifies, debugs and implements and maintains software in a variety of platforms and in accordance with established standards
- Executes all phases of software development and implementation including requirements definition, analysis and design, coding, testing, documentation, implementation, training, and maintaining.
- Designs and develops application components

*Applications Developer III
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FLSA: Exempt
PTO: VCS*

- Supports systems and procedures for reporting of information resources and institutional data.
- Works directly with administrative and academic departments on design, applications and implementation of new or redesigned systems
- Assists in development, testing and support of the institutional risk management program for business continuity, security and disaster recovery.
- Assists in planning and implementation of Office of Technology initiatives
- Assists in the development and implementation of major project timelines
- Assists with acquisitions management, technology budgeting and resource allocation
- Assists with training and mentoring junior application developers
- Consults and assists other Office of Technology teams on projects and integration issues
- May be required to work a flexible schedule, including nights, weekends and holidays.

ADDITIONAL DUTIES

- May serve as a technical project leader
- May serve as a liaison between the university and regulatory and governmental agencies, vendors and other organizations
- 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. ITIL Foundation and/or Oracle Application Developer certifications preferred.

EXPERIENCE

Six 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:

- Technical knowledge including database querying in multiple programming languages, reporting, integration and developer tools, and software architecture
- Working knowledge of software development lifecycle activities
- Working knowledge of business principles and business and industry-specific terminology
- Working knowledge of office practices and methods
- Business case analysis
- Quality Assurance concepts and procedures

Preferred skills:

- Programming languages: Oracle SQL and PL/SQL, C# and other web based languages
- Reporting and Integration: SQL Server Reporting Services (SSRS), SQL Server Integration Services (SSIS), and Colleague Reporting Utilities
- Developer tools: TOAD, Colleague Envision, Colleague Studio, Colleague System Designer, Colleague System User, Colleague Release System
- Colleague Applications: Student, Core, Financial Aid, WebAdvisor, Web User Interface
- Software and/or Database Architecture
- Software life cycle 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 oriented 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
- Profilers and logical analyzers
- Test system utilization
- Problem solving skills
- Communication and interpersonal skills
- Documentation systems and knowledge database

Abilities:

- Ability to gather, interpret and document business requirements

- Ability to identify technical problems, make recommendations, develop solutions, and complete technical projects
- 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 learn quickly
- Ability to use a personal computer and other office equipment.

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.

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.

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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.