

Lincoln University Job Description

Job title:	<i>Datatel Colleague Programmer/Analyst</i>
Department:	<i>Information Technology</i>
Reports to:	<i>Assistant Vice President for Information Technology</i>

Job Summary:

Must be highly familiar with Datatel Colleague at the administrator and programming levels. Performs application software development, maintenance, operation, documentation, training, and problem-solving tasks for university administrative software functions. Assists in database, operating system, network, and server-related tasks. Assists end-users in the proper use of administrative systems.

Qualifications:

- BS in Computer Science, Management Information Systems or related field.
- Three to five years of progressive experience in programming and analysis utilizing Datatel Colleague.
- Must communicate effectively with people from varied social, educational, and economic backgrounds.
- Must be able to work without constant supervision, make decisions, and have a good judgment.
- Must be able to handle multiple tasks and projects and prioritize based on departmental functionality.
- Must be proficient in programming techniques, at least one high-level programming language, and at least one scripting language.
- Must be proficient in source management and change control procedures.
- Must have programming experience with at least one modern database management system (e.g. Oracle, SQL server, MySQL).
- Must be conversant in university administrative processes.
- Ability to maintain a high level of confidentiality.
- Must have a high level of professional appearance and demeanor.

Essential Duties and Responsibilities:

- Analyze and/or design new systems, enhancements to existing systems.
- Determine source data (input), processing requirements (output), output formats, timing and cost estimates.
- Verify that system or network meets performance criteria.
- Design, implement, and document procedures.
- Design or modify, code, debug, test, and document moderately complex application systems.
- Prepare detailed specifications from which programs will be written.
- Specify alternate program design approaches.

- Install and test moderately complex software packages.
- Perform database administration functions.
- Analyze, evaluate, and implement LU or vendor-provided systems or networks.
- Evaluate hardware.
- Develop and/or teach seminars, workshops, or classes for users or other Programmer/analysts on the technical aspects or use of computing or networking hardware, software packages or application systems.
- Consult on the use of moderately complex software packages.
- Advise users regarding program technique and design.
- Maintain program libraries, users manuals, or technical documentation.
- All other relevant duties as assigned.

Working conditions:

Work is primarily performed in a university campus environment and requires a flexible schedule including evening and weekend work. Travel for administrative work is expected as well as visits to satellite locations. The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.

Application Submission:

- Submit a letter of interest/cover letter.
- A detailed resume listing qualifications and experience and salary requirements.
- Names, addresses, and telephone numbers of at least three professional references.

To apply, please submit documentation to the following address:

Office of Human Resources
 Lincoln University
 1570 Baltimore Pike
 P.O. Box 179
 Lincoln University, PA 19352

Or

Email: apply@lincoln.edu