Assistant Director of IT Development
University at Buffalo, The State University of New York

Job Title	Assistant Director of IT Development
Department	Office of Admissions
Institution	University at Buffalo, The State University of New York
	Buffalo, New York
Date Posted	Mar. 6, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Information Technology
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Job Description	

Position Summary
The Office of Admissions is welcoming applications for a Senior Programmer-Analyst who will help lead the development, implementation and maintenance of the Technolutions Slate system for the Office of Admissions and other related systems within the division. This position will supervise team members and work with customers to assess functionality, process and suggest enhancements in support of enrollment management goals and initiatives. As a member of the Enrollment Management Division you may be relied upon to assist with division-wide and university-wide projects.

The Senior Programmer Analyst will provide team members with: Application Development, Application Support, and Analysis

• Provide technical management and support of all software systems utilized by admissions (undergraduate, graduate, and enrollment management offices).

• Design queries and reports for data analysis, testing, and data migration purposes.
• Document new and existing source code, queries, technical processes, etc.
• Manage with the configuration and management of SQL Server databases.
• Participate in collaborative endeavors with other campus entities to implement new systems or streamline existing processes.
• Manage the testing of software, CRM features and configurations, queries, data migration APIs, etc.

Work Hours: Monday – Friday 8:30 a.m. – 5:00 p.m. Evenings and weekends as needed to meet the business needs.

Applicants must be currently authorized to work in the United States on a full time basis.

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications
• Bachelor's degree
• Practical experience with at least one Object oriented programming language and ability to learn new development languages and technologies quickly.
• Knowledge of relational databases.
• Strong technical writing and communication skills; experience with documenting systems and databases.
• Proficient in basic Structure Query Language and advanced experience working with at least one database.
• Strong attention to detail, dependability, willingness to work under tight deadlines and willingness to learn new technologies when necessary.
• Familiarity with CRM systems and a general understanding of data migration design patterns.
• Basic understanding of RESTful API implementations and experience writing or parsing JSON.
• Must have ability to work and communicate effectively with people have diverse skill levels.

Preferred Qualifications
• A Bachelor's or Master's degree in Management Information Systems, Computer Science or related field.
• Experience with CRM systems
• Experience in a university environment
• Experience with advanced, large scale systems
• Experience with one or more of the following languages: Java, JavaScript, Perl, PHP, SQL,

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PeopleCode, HTML5, CSS3, JQuery.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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