Programmer/Analyst
Lee College

Job Title	Programmer/Analyst
Department	Information Technology
Institution	Lee College
	Baytown, Texas
Date Posted	Sep. 26, 2024
Application Deadline	10/21/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory
	Information Technology
	Admissions/Student Records/Registrar
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Apply By Email	
Job Description	

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Programmer/Analyst

Salary:
Job Type: Full-Time
Job Number: FY2300461
Location: Main Campus - Baytown, TX
Division: Information Technology

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Position Overview

Starting Salary Range is $65,124 -$74,890. The initial salary offer is commensurate with education and related work experience.

The Programmer/Analyst is responsible for supporting and maintaining the Oracle/Peoplesoft Student Administration Campus Solutions, HR, Payroll, and Financial software systems. Support database migrations, integrations with third-party apps, updates and fixes, customizations, and functional users requests as necessary.

Essential Duties & Responsibilities

- Process Apply Texas applications and EDI Transcripts.
- Process and troubleshoot CBM State reports, as well as Federal reports.
- Troubleshoot issues with Oracle/PeopleSoft processes.
- Develop and support new processes designed to improve efficiency in our business procedures.
- Develop procedures to extract report information for various departments.
- Integrate third party application with our Oracle/PeopleSoft system. Continue support of these systems.
- Setup and maintain integration points between PeopleSoft products.
- Manage Integration Broker between PeopleSoft applications.

Additional Duties & Responsibilities

- Create queries for individual and public use.
- Reapply modifications and maintain queries after system upgrades.
- Enhance programming skills by attending appropriate conferences and taking classes as needed.
- Administrator of document management system, OnBase.
- Perform other duties as assigned.

Minimum Education, Experience, Knowledge, Skills & Abilities

- Bachelor's degree (or higher) in a related field
- One (1) year of related work experience
- Advanced computer skills and understanding of network file sharing
- Able to work with functional leads to collaboratively develop functional requirements for new

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capabilities and create development testing plans
- Able to serve as a training resource and convey technical and complex information to others in non-technical terms
- Able to quickly learn new skills, especially via online certification programs
- Exceptional time management skills and ability to meet deadlines
- Exceptional written and oral communication skills
- Proficient in Microsoft Access and Microsoft Office
- Ability to communicate effectively; necessary to understand issues and the needs of the functional users
- Attention to detail
- Ability to consistently meet reporting deadlines and multi-task
- Ability to systematically approach and troubleshoot an issue
- Must be able to work evenings and weekends as required

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.

To apply, please visit https://www.schooljobs.com/careers/lee/jobs/4668888/programmer-analyst

Contact Information

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

Contact

N/A
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