



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION:	Programmer Analyst
LOCATION:	Institutional Research and Assessment
REPORTS TO:	Director of Institutional Research and Assessment
GRADE:	CCRI PSA 10
WORK SCHEDULE:	Non-Standard; 35 hours per week

CCRI Mission:

The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs. We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

JOB SUMMARY: Under limited supervision, responsible for developing and maintaining reporting data blocks, SQL, reports; within the College's Business Intelligence systems; assist with ODS Administration tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Define institutional research and assessment requirements in consultation with data custodians.
- Review institutional research and assessment program specifications to confirm logic and time estimates with user department and supervisor.
- Design, develop, implement, and support new institutional research and assessment data blocks, SQL and associated reports using Evisions Argos.
- Work with data custodians to test and evaluate results to ensure compliance with specifications.
- Follow reporting standards and naming conventions.
- Troubleshoot problems and failures and work to resolve issues.

Knight Campus

- Participate in institutional research and assessment team review of work progress.
- Develop and modify technical documentation to support application maintenance, operations, and end-user training.
- Maintain proficiency in programming and other tools used in developing reporting structure.
- Perform other related duties as directed.
- Respond to technical emergencies outside of normal working hours as needed.
- Keep up with changes in software development tools and techniques, programming languages, reporting tools, and vendor supplied information systems for higher education.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others and provide quality customer service in a diverse and inclusive environment.

LICENSES, TOOLS AND EQUIPMENT:

- Computers, computer software and peripheral devices, such as printers and scanners.
- Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

- This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

- Associate's degree in computer science or related field is required; Bachelor's degree preferred.
- Minimum of two years' experience with writing standard queries and reports with SQL, PL/SQL. Evisions Argos and Oracle databases experience preferred.
- Experience working with Ellucian Banner experience preferred.
- Demonstrated ability to communicate effectively with people of varying degrees of technical ability is required.
- Demonstrated ability to communicate effectively and collegially is required.
- Demonstrated logical, analytical, and problem-solving skills are required.
- Demonstrated capacity for self-directed learning is required.
- Excellent organizational and communication skills are required.
- Ability to work independently on multiple assignments and to work collaboratively within a team is required.

CCRI is an Equal Opportunity / Affirmative Action Employer.

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, ecanning@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:

<http://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>

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