

**INDIAN HILLS COMMUNITY COLLEGE
VACANCY ANNOUNCEMENT/JOB DESCRIPTION**

June 21, 2017

- I. Position Title:** Programmer/Analyst
- II. Location/ Department:** Ottumwa, IA/Information Technology
- III. Code Number:** PR230002.OTH
- IV. Minimum Job Requirements:**
- Associate degree or equivalent required, Bachelors degree in Computer Science preferred. Education must include computer programming/systems analysis courses.
 - Prefer 3 + years experience with Ellucian COLLEAGUE, Envision, UNIQuery, Unidata, or similar SQL based systems.
 - Must be able to demonstrate abilities in documentation and solving problems associated with computer based systems.
 - Self-starter, strong interpersonal, oral and written communication skills.
 - Strong analytical skills.
 - Must be able to work effectively with all staff.
- V. Job Summary:**
Evaluate request for program enhancements and development of new programs. Design programs which will integrate with existing systems. Develop and assist users with development of query reports.
- VI. Work Performed:**
- A. Maintain a friendly, positive, and professional relationship with all students and staff.
 - B. Support, test, and develop, modify, document and test programs and queries. Development will mainly be done in Envision (a CASE tool) and UNIQuery.
 - C. Produce and assist users in developing user procedures and documentation.
 - D. Communicate with users and provide technical support to users.
 - E. Assist in installation and testing of new software releases and patches, and training of users in features.
 - F. Assist in data conversions and release updates on Ellucian
 - G. Maintain confidentiality of all college information.

H. Maintain regular and consistent attendance at work.

I. Other duties as assigned.

- VII. Responsible To:** Chief Informational Officer
- VIII. Position Level:** Professional – Exempt – Traditional Funding, at will employment on a letter of employment.
- IX. Start Date:** Immediate
- X. Position:** Replacement – Vicki Emanuel
- XI. Yearly Employment Length:** 4 Term
- XII. Schedule:** 7:15 a.m. – 4:45 p.m. Monday – Thursday, will also include occasional weekend, evening, and night time work
- XIII. Funding Year:** August 26
- XIV. Funding:** IT 10-9-8840-01-53000 100%
- XV. Starting Salary Range:** \$47,201 - \$54,502
- XVI. Closing Date:** Until Filled
- XVII. Application:** Send letter of [Application](#) and Resume
Human Resources
Indian Hills Community College
525 Grandview Ave.
Ottumwa, IA 52501
Email: hr@indianhills.edu