BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Senior Programmer/Analyst

DEPARTMENT: Information Technology

FUNCTION: Provide support for Ellucian’s Colleague system, ancillary applications, and guidance to IT application support staff.

REPORTS TO: Managing Director of Information Technology Administrative Systems

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Consults with manager, functional analysts, and customers to plan software implementation projects. This includes the assessment of business processes, development of project charters and plans.
2. Prepares functional specifications for reporting, interfaces and customizations.
3. Creation of software implementation test plans and assisting users with the execution of test plans as necessary.
4. Creation of technical software implementation documentation.
5. Provide technical assistance as necessary to administrative departments in support of Colleague.
6. Create and maintain custom programs and batch programs utilizing programming tools based on the Colleague environment.
7. Perform analysis of Colleague software updates to customers in functional business areas concerning business process modifications.
8. Perform analysis of software updates in relation to custom development in the Colleague environment to identify necessary modifications to custom development.
9. Provide production support of Colleague assigned modules.
10. Create project plans for projects assigned.
11. Create test plans and assist users with the execution of test plans as necessary.
12. Performs additional tasks or duties as assigned by the Managing Director of Information Technology Administrative Systems or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college
mission and practices an open door policy. Ability to communicate clearly and effectively with end users and technical staff. Ability to manage multiple tasks and projects. Ability to work closely with team members. Detailed knowledge of Higher Education ERP. Solid troubleshooting skills. Proficiency is the use of Microsoft Office suite preferred.

Colleague skill set:

- Colleague Batch and Envision Form programming
- Knowledge of the Envision Toolkit and/or Colleague Studio
- Knowledge and work experience with Colleague release 18, SA Valet, UI 4.X, Unidata, Datatel Message Interface (DMI), Envision Data Exchange (EDX) and Web Advisor
- Solid query and report development skills including Business Objects, Crystal and SQL

Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Minimum of a Bachelor’s Degree (B.A./B.S.) or equivalent from a four-year college or university.

Experience: Experience with Higher Education ERP systems such as Banner, Colleague, and Jenzabar is required. Experience working with college users to solve problems, provide guidance and enhance their ability to use functional modules in the ERP system.

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THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE