



Lincoln Christian
UNIVERSITY

Programmer Analyst

Department: Campus Technology

FLSA Status: Exempt

Work Schedule: Monday-Friday; 8:00 a.m. - 5:00 p.m. & as assigned

Positions Supervised: None

Job Status: Full time

Reports To: Director of Campus Technology

Amount of Travel Required: No travel required

Location: Lincoln, IL campus

POSITION SUMMARY

Under general supervision, the Programmer Analyst will manage the technical aspect of the Lincoln Christian University internal and external website(s), applications, and databases. This position will work closely with the University Enrollment and Marketing teams to ensure a reliable, strong, and accurate external web presence. This position will work closely with other staff to design, develop, test, and implement new systems, applications programs, and enhancements; resolve programming problems and determine appropriate solutions; design and analyze application systems; prepare system diagrams and logic representations; research available tools and technologies to provide innovative solutions to application problems; work with and provide technical expertise to client users in applications design and programming. This position may provide technical review of the work of others. The Programmer Analyst will participate in logical database design; may coordinate changes to database architecture and data dictionary; participate in ensuring security; participate in establishing and maintaining system standards; may include Database Administration; may provide technical assistance on database management systems to clients and Application Development personnel.

ESSENTIAL FUNCTIONS

- Object oriented application development
- Identifies, diagnoses, and resolves internal software and web application problems
- Provide overall state of applications support, including notifications of outages and routine statistics
- Maintain knowledge and use of Internet related technologies
- Keep fluent in HTML5, CSS3, JavaScript, PHP, ASP/ASP.Net and associated technologies
- Maintain knowledge, use and management of Microsoft SQL and MySQL databases
- Maintain knowledge of data modeling concepts and relational database definitions
- Use of multiple data storage and data retrieval techniques
- Perform systems analysis and design
- Write program documentation in accordance with published standards
- Ability to proofread basic documents and present them in an Internet friendly manner
- Communicate with user departments concerning analysis and design of new applications
- Resolve user department problems and revise existing programs to solve application problems
- Troubleshoot programming and equipment difficulties; correct or repair problems as requested
- Assistance with automation of server and workstation tasks through scripting

- Participate in new application development and maintenance of existing applications
- Assist in collection and analysis of feedback from other departments including evaluation of programming and equipment needs
- Assist in basic helpdesk tasks for end-user phone and personal support
- Maintain documentation and provide comments within code
- Accept as true LCU's Statement of Faith and support LCU's mission, vision, core values and philosophy of education
- Adhere to all University policies faithfully including the Employee Handbook and live "above reproach"
- Participate in the spiritual life of campus (including employee fall retreat with worship service and chapel attendance)
- Encouraged to lead spiritual events and engage in mentoring students
- Attend campus employee meetings as scheduled
- Other duties, responsibilities, and special projects as apparent or assigned

POSITION QUALIFICATIONS

Competency Statement(s):

- Commitment to the mission and vision of Lincoln Christian University
- Strong work ethic and ability to work well in a team environment
- Excellent interpersonal and communication skills (verbal and written)
- Identify, troubleshoot, and resolve a wide range of technical application-related problems
- Ability to develop software based on the description of business logic
- Work and produce required results with team collaboration
- Ability to deliver technical customer support over the phone or in-person
- Ability to master new computer technology
- Ability to maintain cooperative working relationships
- Strong problem solving and planning skills
- Ability to multi-task with minimum supervision
- High confidentiality abilities

Education:

- Bachelor degree in Information Technology or related field preferred

Experience:

- Two or more years of proven experience in application or web development, preferably with an emphasis in the listed software development tools and languages

SKILLS & ABILITIES

Computer Skills:

- HTML5, CSS3, Javascript, PHP, MySQL, MSSQL, WordPress, ASP, ASP.Net knowledge required
- ActiveX Controls required
- Understanding of various and new technology Web applications
- Understanding of the Software Development Life Cycle (SLDC)
- Experience using Linux and maintaining Apache, MySQL and PHP
- Effective understanding of website information organization and navigation design
- Experience working with content management systems and ability to determine appropriate systems for client needs
- Knowledge of Microsoft Server and Desktop OS's, Office products, and development tools

Certificates & Licenses: None required

Other Requirements:

- This position is not responsible for the oversight of others
- Ability to advise employees on appropriate use of programs and applications
- Document resolutions for future reference
- Regular attendance is required
- Specific vision abilities required by this job include close vision and depth perception, and the ability to adjust focus

PHYSICAL DEMANDS

Physical Abilities

Stand:	O (Occasionally)
Walk:	O (Occasionally)
Sit:	C (Constantly)
Reach Outward:	C (Constantly)
Reach Above Shoulder:	F (Frequently)
Climb:	O (Occasionally)
Crawl:	O (Occasionally)
Squat or Kneel:	O (Occasionally)
Bend:	F (Frequently)

Lift /Carry

10 lbs or less:	C (Constantly)
11-20 lbs:	C (Constantly)
21-50 lbs:	O (Occasionally)
51-100 lbs:	O (Occasionally)
Over 100 lbs:	O (Occasionally)

Push / Pull

12 lbs or less:	C (Constantly)
13-25 lbs:	F (Frequently)
26-40 lbs:	O (Occasionally)
41-100 lbs:	N (Not Applicable)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

WORK ENVIRONMENT

- 98% of tasks are performed in a typical office setting with appropriate climate controls
- 2% of tasks are performed outdoors or in basements, closets, attics, etc.