

Position Title: Assistant Programmer

Department: Technology

Date Modified: 08/10/2010

FLSA Status: Exempt

Position Summary: The Assistant Programmer will support the Database Administrator and the Web Administrator in their duties, particularly integrating campus systems through scripting and programming. This position reports to the Director of IT but receives daily tasks and guidance from both the Database Administrator and the Web Administrator.

Essential Functions & Duties:

- Develop web resources/applications for the University as it has need
- Assist in the management of the my.ccu website
- Manage backups of critical data
- Writes scripts to assist in upgrading Jenzabar Software
- Writes scripts to assist in upgrading Infomaker Software
- Writes scripts to assist in upgrading PowerFAIDS Software
- Provide staff and other users with assistance

Other Duties:

- May perform other job-related duties as assigned
- May assist with other database systems
- Various technical assistance
- May travel for purchases or attending conferences
- On-Call for emergencies
- Maintain profile and roadmap of offerings for which s/he has oversight
- Ability to handle customer service needs with a positive, patient, and friendly manner – utilizing good interpersonal skills

Physical Demands:

- Must be able to sit, stand, stoop, kneel, crawl, climb stairs and ladders
- Must be able to lift up to 35 lbs
- Must be able to push and pull up to 70 lbs

Work Environment:

- Low to moderate noise level
- Work with machinery with moving parts
- Work alone frequently

Qualifications and Requirements:

- Knowledge of, and agreement with CCU's mission and philosophy of higher education and purpose
- Basic knowledge of web servers e.g. Apache, IIS
- In-depth knowledge of web programming languages (PHP, ASP, HTML, JavaScript, CSS)
- Basic knowledge of MySQL, MS SQL, and T-SQL
- In-depth knowledge of VBScript and batch
- Basic understanding of hardware, software, and how computers work
- Bachelors degree or equivalent experience