

Office of Information Technology

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| Job Title: Systems Team Programmer | Reports to: Rachel Rivera |
| Department: IT | |

Position Overview

- The Systems Team is seeking students to assist with development of various software applications for a variety of campus departments. Job will require troubleshooting and problem solving. This is a unique opportunity to participate in the software development life cycle and work closely with the VU campus community.

Essential Qualifications

- Knowledge of a programming language (preferably PHP)
- Knowledge of relational databases and SQL
- Knowledge of HTML
- Knowledge of CSS
- Knowledge of JavaScript/AJAX
- Documentation skills
- Excellent communication skills
- Listening and interviewing skills

Physical Context of the Job

- Office environment. Will require extensive use of monitor and computer.
- Interaction with other students as well as faculty and staff.

Specific Duties

- Develop web based applications as directed by supervisor
- Test web based applications
- Document web based applications as they are developed
- Perform demonstrations and give presentations as directed by supervisor

Other Skills/Abilities

- **Service orientation:**
Demonstrate commitment to serving the University community and supporting the mission of the University, putting the interests of the larger community ahead of departmental and personal professional interests.
- **Quality of work:**
Demonstrate a commitment to excellence in all aspects of your work.
- **Professional understanding and development:**
Know, understand, and be able to apply background information (both technical and nontechnical), procedures, and practices necessary to complete your assignments in smooth, timely, and effective manner. Take the initiative for maintaining knowledge and skills required to meet changing needs of the position.
- **Time management:**
Understand the need for establishing priorities, be able to determine the relative urgency and importance of competing demands on your time, and be effective in addressing matters in their order of importance and in a timely manner.

- **Interpersonal relations and communication:**
Maintain cordial relations with, and be effective in coordinating and communicating with, superiors, peers, subordinates, members of the University Community, and others encountered in your duties.
- **Teamwork:**
Willingly undertake assignments from your supervisor to further University objectives, whether or not included in your list of specific duties, including providing assistance to colleagues when they are overloaded. Be open to both giving and receiving constructive criticism.
- **Training:**
Willingly work with freshman rotations shadowing your shifts and engage them in discussion related to the task at hand, considerations you undertake with troubleshooting, and considerations you make when implementing the solution to the current issue. Willingness to participate in review of freshman rotations.
- **Working hours:**
Your working hours are normally the customary business hours of the University. However, in the interest of maintaining effective and reliable service, there will be occasions when you may have the opportunity to work an evening or weekend shift.
- **University life:**
Involvement in the academic, extracurricular, and/or outreach programs of the University is encouraged.
- **Christian tradition:**
It is understood that you are sympathetic with the Christian intellectual tradition and know and support the general objectives of the University as these are described in the University bulletin and official publications.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Revised 8/05/09