

KANSAS STATE UNIVERSITY
OFFICE OF ADMISSIONS
119 Anderson Hall
Manhattan KS 66506

Title: Programmer Analyst

Supervisor: Associate Director of Enrollment Management Technology Services

Description:

The Programmer Analyst's role is to evaluate, devise, and design business process requirements for the enrollment management customer relationship management system (CRM). This includes researching and analyzing data in support of business functions, process knowledge, and systems requirements. The Programmer Analyst is responsible for expert knowledge in the functional operations of the CRM system and is relied upon for development of applications and imports, testing, and advanced report writing. The Programmer Analyst participates as a member of the technology team in Student Life and functions as a liaison between the functional areas and University Computing. This individual will apply proven communication, analytical, and problem-solving skills to help maximize the benefit of the CRM system.

Salary: \$50,000.

Essential Functions:

- Collaborate in the planning, design, and development of interfaces as a part of the CRM system.
- Develop, enhance, and simplify imports for functional staff into the CRM system.
- Develop system checks and analyze system data to identify data integrity issues.
- Coordinate and perform in-depth tests and end-user reviews on system modifications including upgrades.
- Develop test plans and verification methods in development system prior to implementation in production.
- Create new reports and ad hoc queries.
- Review, research, and develop report needs for other campus departments/units.
- Maintain knowledge of enrollment management application data and structure.
- Represent functional department during system upgrades.
- Develop custom applications to enable functional staff to process efficiently.
- Develop custom applications to enhance the student recruitment experience.

Education:

- Bachelor's degree in computer science or related field and one year experience.

Qualifications and Requirements:

- Preferred 2-3 years of experience in Higher Education
- Knowledge and experience in Microsoft SQL programming language.
- Experience developing and coding interactive web applications using ASP, XML, HTML, .NET, C#, PHP and/or other common tools.
- Practical knowledge in the use of database reporting software.
- Knowledge of business and technical requirements analysis, and business process modeling/mapping.
- Practical knowledge in use of spreadsheets, graphs, and flowcharts.
- Ability to create systematic and manual operations procedures in both technical and user-friendly language.
- Knowledge of Microsoft Windows systems and Microsoft Office products.
- Excellent analytical and creative problem-solving skills.
- Excellent listening, interpersonal, written, and oral communication skills.
- Highly self motivated and directed.
- Ability to effectively prioritize and execute tasks while under pressure.
- Experience working in a team-oriented, collaborative environment.
- Ability to work with functional staff to collect requirements.

Send letter of application, resume or vita and contact information for three work-related references to Search Committee, KSU, Office of Admissions, 119 Anderson Hall, Manhattan, KS 66506. You may also submit your application electronically to routson@k-state.edu. Screening will begin January 30th and continue until position is filled. For more information call 785-532-6250. KSU is an Equal Opportunity Employer and actively seeks diversity among its employees. Background check required. Paid for by KSU.