

Class Code:.....0597F  
Position #: (PTAA).....  
Developed by:....SG; DW  
Reviewed by:.MM; DLJ  
Approved by:..... LK  
Date:.03/05; 12/06; 10/18

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Lead Programmer Analyst  
**DIVISION:** Academic Affairs (Information Technology Services)  
**REPORTS TO:** Manager, UCS/Application Support Services  
**GRADE:** 14  
**SUPERVISES:** Technical and clerical personnel assigned to Management Information Services

**BASIC FUNCTION:**

Analyze, design, code, install and maintain the major integrated administrative systems of the institution. Coordinate the development and maintenance of systems within an institutional framework. Develop specifications for other programmer analysts. Has project and related supervisory responsibilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Primary responsibility as the technical lead for the Financial Aid module in the Campus Solutions Ecampus system, including learning the Financial Aid business rules and the PeopleSoft processes to maintain that system.

Analyze the needs of Enrollment Services Financial Aid, program new development, maintain the current system and troubleshoot production problems as they arise. Interact with the Financial Aid Office on a daily basis.

Increase functionality on numerous modules for the Campus Solutions Ecampus system.

Create an aggregate loan screen in Ecampus for Financial Aid to show a student's total loans.

Work with Financial Aid to remove custom processes by researching, testing and training Enrollment Services staff on how to use delivered functionality.

Write and maintain the data feeds between Ecampus and Sakai. Interact with third party maintenance vendor, Longsight, to ensure understanding of the data and troubleshoot, as needed.

Work as the lead programmer to supply data feeds for the Statewide Data Warehouse. Partner with the Rhode Island Office of the Postsecondary Commissioner to gather student information, session data, course catalog data, financial aid data, and term statistics data from URI, CCRI and RIC. Act as the lead contact for the steering committee in the event that any changes are needed.

Working with the Admission office and the Admission programmer, design and program the custom front end application, with PeopleSoft tools, for the online RN to BS Program. Devise and implement a more efficient way of sending applicants a confirmation email.

Create a program where scholarships are assigned automatically to admitted students based on GPA and test scores. This allows for a timelier upload of the major and residency grids using PeopleSoft delivered functionality.

Design and program the front end of the custom online application for non-matriculating students; thus saving time and improving efficiency.

Act as the Lead Technical person on the Parchment project to process electronic transcripts for students. Interact with Enrollment Services and the Parchment technical team to coordinate, program and test the new functionality. Utilize the new PeopleSoft tool, webservices, to ensure that the two systems talk to each other.

Act as the Lead Technical person for the Financial Aid module of the Ecampus system upgrade to version 9.2 - including analyzing all programs, tables, functionality that may be impacted by the upgrade and creating a plan to modify, test and put into production all affected modules. Interact as the key contact coordinating this upgrade with the functional Financial Aid team in Enrollment Services.

Develop a process to upload/update photos from Dining Services to PeopleSoft (with functionality to allow it to be modified for the photos to also be accessible to the Starfish software and the Disability Services software, Maxient.)

Coordinate user groups to define departmental and institutional information needs.

Design integrated databases.

Coordinate system procedures and workflows between user offices.

Assist in the implementation, upgrading, and support of University associated systems.

Review new functions being added to integrated systems to ensure data integrity, MIS and University standards, procedures and conventions.

Coordinate project schedules to ensure effective phasing into integrated system.

Prepare analyses and/or feasibility studies of new and proposed systems.

Define program specifications and system procedures.

Evaluate, install and maintain applications packages and other software used to support administrative systems.

Create and maintain documentation in accordance with department standards.

Establish and track project schedule and identify resource requirements for each phase of a project from conception to maintenance.

Create, implement and maintain systems for the University; integrate systems and create system-wide test plans for use before, during, and after system implementation.

Identify policy, personnel and budgetary issues associated with systems design.

Review programs and documentation developed by project team to ensure compliance with specifications and standards.

Design forms and source documents.

Instruct computer and user department staff members on functions of new system.

**OTHER DUTIES AND RESPONSIBILITIES:**

Work both collaboratively and independently, as needed.

Ability to analyze and troubleshoot all issues.

Ability to show initiative and leadership.

Maintain proficiency in programming, systems analysis and project control tools and techniques and industry trends and terminology used to develop systems.

Perform duties and responsibilities of a Senior Programmer Analyst.

Assist in supervising and evaluating project team members and identifying institutional information needs.

Assist in making system presentations and establishing and enforcing standards, training staff and assigning programs.

**LICENSES, TOOLS AND EQUIPMENT:**

Must be proficient in the use of various software and programming tools, computer workstation equipment, as well as Internet development tools, terminology and practices.

**ENVIRONMENTAL CONDITIONS:**

The incumbent is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree with a preferred concentration in computer science, management information systems or related information technology area, plus a minimum of four years' experience programming, implementing and maintaining information technology systems, analyzing needs and determining appropriate solutions for administrative systems or Internet business applications, or client/server, or mainframe; OR an associate's degree in computer science or related field and six years' experience with the above; Demonstrated experience working with three or more of the following: ERP applications, Java, JSP, SQR, SQL, Crystal Reports, and relational database programming (such as Oracle); Demonstrated ability to work with minimal supervision; Demonstrated strong interpersonal and verbal communications skills; Demonstrated proficiency in written communication skills; Demonstrated administrative and analytical skills; Demonstrated supervisory experience; Demonstrated ability to work as a member or leader of an integrated project team consisting of end-user and technical support staff; Demonstrated organizational skills and ability to work with conflicting multiple priorities; Willingness to learn and support new programming languages and technologies; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Demonstrated experience in higher education is desirable.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**