Information Management Programmer/Analyst

Wofford College invites applications for a programmer/analyst to become a member of the Wofford College Information Technology Services (ITS) staff, reporting to the director of information management. This position supports Wofford’s web applications and web services. This position requires knowledge and skills to support an array of web applications and web development hosted both on campus and with third-party hosting providers.

The programmer/analyst is a full-time exempt position that works with administrative staff, the college’s contracted vendors, contractors, student workers and other ITS team members to ensure that the college’s websites and applications meet or exceed requirements specified in the IT service catalog. The work schedule is approximately 40 hours per week. Depending on activities and system needs, evening and weekend hours may be required at times; otherwise, the normal work schedule is 8:30 a.m. to 5 p.m. Monday through Friday.

RESPONSIBILITIES:
This position will assist with website creation and maintenance, web application programming, database management, third-party web application administration and report creation.

The programmer/analyst will:
- Develop and maintain web applications using Microsoft .NET.
- Assist in the development, implementation and maintenance of the college portal.
- Create and maintain informational reports via SQL for all areas of the college.
- Assist with administration of third-party web applications.
- Create websites from graphic designs using HTML, CSS, and JavaScript.
- Follow approved change management processes to ensure high availability of shared applications and web applications.
- Assist with supporting the college’s learning management system.
- Assist faculty with course setup, enrollment, backup/restores and integration with the college’s e-portfolio system.
- Participate in department meetings in addition to attending seminars, training, etc., as needed or assigned.
- Participate in and perform other duties and activities as assigned.

The following software and skills will be used regularly:
- Microsoft Visual Studio (using VB.Net, C#, and a Microsoft SQL database).
- Microsoft SSMS and SQL Developer (to write TSQL against Microsoft SQL Server and PL/SQL against an Oracle database).
- HTML /CSS /JavaScript creation.
- Crystal Reports (experience a plus).
- Ellucian Banner higher education administrative software (experience a plus).

**QUALIFICATIONS:**
The programmer/analyst works both independently and in teams under general supervision in a fast-paced environment, and must possess excellent communication (writing, speaking and listening) skills to effectively carry out the key responsibilities of this position.
- A strong programming background and problem-solving ability is essential.
- A bachelor’s degree in computer science or related major or comparable work experience is required for this position.
- Experience creating web pages via HTML, CSS, and JavaScript.
- Willingness and the ability to easily acquire new skills are crucial.
- Web application programming experience is a plus.
- Analyzing and interpreting complex data sets experience is a plus.
- Candidates must be comfortable working with administrators, faculty and staff from a wide variety of departments.
- Strong troubleshooting skills will prove valuable to be successful in this role.

**APPLICATION:**
Application materials should be submitted in a single email to itsjobs@wofford.edu using the subject line “Wofford IT-Programmer Analyst Search Submission.” Application materials include: (1) a letter of interest that explains how you meet the required qualifications, training and skill sets for this role, (2) a current resume, and (3) names and contact information for two to four professional references.

**ABOUT WOFFORD COLLEGE:**
Wofford College, established in 1854, is a four-year, residential liberal arts college located in Spartanburg, South Carolina. It offers 27 major fields of study to a student body of 1,775 undergraduates. Nationally known for the strength of its academic program, outstanding faculty, experiential learning opportunities and successful graduates, Wofford is recognized consistently as a “best value” and for its commitment to student success and accessibility for low- and middle-income students. The college community has 12 sororities and fraternities as well as 19 NCAA Division I athletics teams.

**ABOUT SPARTANBURG:**
Spartanburg County, the 5th-largest county in South Carolina, is home to nearly 328,000 people and 13 municipalities. The county is unmatched statewide in economic development for new investment and job creation. There are seven colleges or universities in Spartanburg as well as a comprehensive research and teaching hospital. The growing Spartanburg downtown area — with new shops and restaurants, public art and miles of walking and biking trails — is located a few blocks south of Wofford’s campus. To learn more about Spartanburg, visit onespartanburginc.com.

**EEO STATEMENT:**
Wofford College values diversity within our students, faculty and staff and strives to recruit, develop and retain the most talented people. Wofford College does not discriminate in employment on the basis of
race, color, creed, religion, sex, sexual orientation, transgender status, gender identity, age, national origin, disability, veteran status or any other legally protected status in accordance with applicable federal, state and local laws. For information about Wofford’s Title IX compliance, visit wofford.edu/administration/title-ix.

It is the policy of Wofford College to provide reasonable accommodations for qualified individuals with disabilities for employment. If you require any accommodations to participate in any part of the hiring process, please contact HumanResources@Wofford.edu.