



Job Vacancy Announcement

## Application Systems Analytical Programmer Lead

**POSITION TITLE:** Application Systems Analytical Programmer Lead

**JVA#:** 2024-10

**DEPARTMENT:** Computer Services

**POSITION SUMMARY:** Under general administrative direction, reporting to the Chief Technology Officer, the Administrative Application Systems Analytical Programmer Lead is responsible for providing primary support over Office365, SharePoint, email for all faculty, staff, students, and alumni, Identity Management systems, Campus Portal (myBSU) and assists the Information Systems Manager with Disaster Recovery for the University. This position provides lead support for Banner, Argos, and all application systems.

**POSITION CLASSIFICATION/COMPENSATION:** This position is Nonclassified, Full-time, carries an Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Actual compensation will be commensurate with specific qualifications and experience related to the position. The position is dependent upon available funding.

### CORE RESPONSIBILITIES:

- Responsible for maintaining, upgrading, implementing, and supporting Office365, SharePoint, and Email for all faculty, staff, students, and alumni. As related to these systems, this position will ensure adherence to established policies, procedures, and standards through quality control procedures.
- Lead role in Identity Management, CRM recruitment, CRM Advise, and Campus Portal support.
- Maintains licenses for SSL's, all equipment, and software that the University utilizes
- Responsible for Disaster Recovery Procedures. Provide strategic planning and implementation services for disaster recovery. Works closely with Info. Systems Manager position to provide disaster recovery for all Bluefield State University servers.
- Provide resolution for exceptional occurrences of shared application system problems. Deal with escalated problems and provide for emergency problem escalation by coordinating University Administration, faculty, staff, students, alumni, and the public, vendors, and consultants.
- Provide Banner, Argos, and other application system support and training to faculty and staff as needed. Develop applications, programs, and processes in Oracle, SQL, Argos, Banner, and any other software as needed to assist with data needs.

- Assist the Chief Technology Officer and Info. Systems manager with planning, operation, and troubleshooting of networks, servers, personal computers, application software, and system software as needed
- Other duties as assigned by supervisor.

**MINIMUM REQUIRED QUALIFICATIONS:** Bachelor's Degree from an accredited institution, preferably in Computer Science or a related field. Extensive knowledge of database management programming and analysis. Broad technical knowledge and skills, with the ability to demonstrate this through knowledge and understanding of current computing, telecommunications, and emerging technologies. Ability to analyze, debug, and solve complex system and database problems. Ability to prioritize tasks. Management, oral and written communication skills. At least one year of increasingly technical experience directly relevant to the job duties and responsibilities of this position. Significant experience in all aspects of information technology planning development and implementation, including but not limited to enterprise resource planning, systems, architecture, telecommunications, database administration, Web and social media development, and security and compliance issues. A valid Driver's License is required.

**PREFERRED QUALIFICATIONS:** Oracle, BANNER, and Linux experience is preferred.

**THE UNIVERSITY:** The mission of Bluefield State University is to provide students with an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State University prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. **BSU welcomes all qualified candidates to apply.** More information about the University is available at [www.bluefieldstate.edu](http://www.bluefieldstate.edu).

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**APPLICATION PROCEDURE:** Completed applications are to be submitted in electronic format only to [humanresources@bluefieldstate.edu](mailto:humanresources@bluefieldstate.edu) and must include:

1. Letter of interest specific to the position;
2. A completed BSU Employment Application (form available at <https://www.bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and

5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

Please **do not** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents. **Also, Bluefield State University does not provide H1B visa or employment sponsorship**

**DATE POSTED:** April 11, 2024

**CLOSING DATE:** For full consideration, applications must be received by 4:00 p.m. EST, April 26, 2024. Applications will be accepted until the position is filled; however, applications received after the deadline may not receive full consideration.

*Bluefield State University is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The university complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State University does not provide an H1B visa or employment sponsorship.*