**VSC**
VERMONT STATE COLLEGES

Job Classification Description

**Programmer/Data Analyst**                          **Grade 12**

**Basic Function:**
This position will be responsible for technical and user support of Datatel's Colleague and Benefactor systems. The position includes programming routines for systematic entry of data into the Datatel database. Also organizing data and generating reports based on user specifications and needs.

**Characteristic Duties and Responsibilities:**
- Using UniQuery, UniBasic, Envision, and Safari report writer to support information needs.
- Defines and prepares specifications for projects or changes to existing systems and applications, performing the indicated analysis of the impact upon other modules or applications.
- Develops and implements programs and/or makes modifications to existing systems to comply with user specifications.
- Interfacing with user departments and providing technical expertise.
- Researching and solving complex technical problems.
- Database monitoring and reporting.
- Assisting with software-release loads and security procedures.

**Supervision Exercised**:
None

**Supervision Received:**
Supervision is received from the Assistant Director, System Information Technology.

**Minimum Qualifications:**
Bachelor's Degree in Computer Programming. Two years experience with relational database technology. Familiarity with Datatel's Colleague and Benefactor systems.  Experience programming with Unibasic and Datatel's Envision Toolkit. Or a combination of  education and experience.

- Good planning, organization and administrative skills.
- Experience and success in a team environment.
- An understanding of the complexities of multi-level reporting arrangements.
- Excellent communication skills.
- Experience teaching others in formal or informal environment is desirable.
- Ability to deal effectively with a wide range of end users, in person, over the phone and via e-mail.

**This general outline illustrates the type of work, which characterizes the job classification.  It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**