Sul Ross State University

Position Description

Official Title: Portal Programmer   **Salary Group:** Unclassified (4)   Job Code: 3809

Summary
Function: To perform web programming work and related programming language skills in order to meet the objectives of a 5-yr. Title V PPOHA grant.

Scope: Responsible for the design, development, and implementation of a Graduate Student Portal that will integrate with the university's existing systems using modern frameworks and programming languages such as C#, java and others in the implementation, creation and/or modification of existing and web-based applications.

Duties
Essential: Develops, writes and deploys new applications as required; may provide in-house support and training materials for users; Maintain procedures and policies to ensure the security and integrity of systems/networks; maintains a high degree of technical competency to facilitate the proper selection and implementation of web technologies; may be required to work a flexible schedule, including nights, weekends and holidays other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times. Develop and pilot new/expanded portal features annually.

Supervision
Received: General and technical supervision by the Executive Director of Enterprise Applications. Reports directly to the Title V grant director and completes required monthly reports as needed.

Given: None.

Education
Required: Bachelor's degree or Associate Degree in Computer Programming or related field.
Preferred: Bachelor's degree in Computer Science.

Experience
Required : Demonstrable experience with a web-based framework.
Preferred:

Equipment/Skills
Required: Some history of web development.

Working Conditions
Usual: Office conditions; position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: October 1, 2014