Bemidji State University invites applications for the position of:

**Programmer / Analyst**

**MAPE JOB POSTING**

**CLASSIFICATION:** Information Technology Specialist 3 – Option 1175 Application (01112114)

**OPENING DATE:** October 28, 2019

**CLOSING DATE:** Applications will be accepted until the position is filled – initial review of applications will begin on **Wednesday, November 13, 2019**

**SHIFT & SCHEDULE:** Full-time Temporary (one-year appointment)

**POSITION PURPOSE:**
This position provides technical expertise in the analysis, design, development, testing, implementation, and maintenance of applications and database systems in support of the academic and administrative information technology requirements for Bemidji State University (BSU) and Northwest Technical College (NTC). Additionally, the position provides online, real-time and ad-hoc data reporting using university and Minnesota State Colleges and Universities (Minnesota State) relational databases.

**PRINCIPLE RESPONSIBILITIES AND RESULTS**

1. Develop database systems utilizing industry standards for the analysis, design, testing, implementation, and maintenance while integrating database system tools and applications to optimize effectiveness and efficiency. Oversee the integration of Minnesota State operational data with other BSU database systems.

   Provide input to the development of guidelines, policies, and procedures for data management and adhere to Minnesota State application development security guidelines. Participate in the development of Disaster Recovery and Business Continuity Plans as it pertains to database and application recovery.

   Ensure that expected outcomes include databases that are tuned for optimization, provide data integrity, backed up, are maintained according to industry standards and contain current patches. Inclusion in the user provisioning and de-provisioning process are part of expected outcomes.

   **Priority:** Essential **Percent of Time:** 40%

2. Provide technical expertise in the analysis, design, development, testing, implementation, and maintenance of applications and relational databases systems. Provide analysis of client and business needs and recommendations for solutions through strategic and technical planning to direct and assist in department and institution initiatives.

   Develop and implement a process for evaluating trends in technology and providing innovative solutions to meet business requirements and to enhance efficiency.

   Ensure that applications, databases, and systems meet specified design and functionality requirements while ensuring a secure, stable, accurate, robust, and an efficient environment is maintained

   **Priority:** Essential **Percent of Time:** 20%
3. Develop application systems in support of academic and administrative business requirements to include all phases of application development: analysis, design, testing, implementation, maintenance, documentation, and training.

Conduct analysis of business processes to ensure the integration of multiple programming languages, tools, databases, operating systems, and platforms are in alignment with the requirements of the various business and academic units. Provisioning and de-provisioning of data access levels for information security integrity will be provided to ensure the stability of mission critical applications for BSU, NTC and Minnesota State.

Ensure that expected outcomes include applications that are developed to meet design and functionality requirements and are in alignment with business objectives. Outcomes also include maintaining applications for a secure, robust, and stable computing environment.

**Priority: Essential Percent of Time: 20%**

4. Provide programming to extract, store, manage, and report data from the Minnesota State Integrated Student Records System (ISRS) in an appropriate format. Work with business analysts to derive functional requirements broken down into appropriate table sources, schemas, relationships, application design, and data presentation format.

Develop and implement applications and query sets for self-service and web-based delivery. Create and organize documentation for future development, historical information, and contingency as well as life-cycle planning.

Ensure that applications and query sets meet the specified requirements, data is presented in a useful and easy-to-understand format. Expected outcomes include providing a secure environment, ensuring data integrity, data efficiency and life-cycle planning.

**Priority: Essential Percent of Time: 10%**

5. Professional development and continuous improvement will be obtained by attending conferences or participating in web based training. Professional development and continuous improvement will also include obtaining knowledge of current technology trends by reviewing trade publications, software and hardware documentation, and participation in professional IT organizations through personal attendance, e-mails, and newsletters.

**Priority: Essential Percent of Time: 5%**

6. Perform other duties as assigned to ensure the continuity of operations of the Information Technology Services department for BSU and NTC.

**Priority: Secondary Percent of Time: 5%**

**MINIMUM QUALIFICATIONS:** (To facilitate proper crediting, please ensure that your application and/or resume clearly demonstrate fulfillment of the following minimum qualifications.)

- Bachelor’s degree in Computer Science, Computer Information Systems, or related degree or equal combinations of education and experience
- Three years of professional experience with application system development
- Experience and knowledge of relational database design and creation which includes table design and creation, joining logic, developing stored procedures, and database optimization using one of the following database engines: Oracle, MSSQL Server, or MySQL
- Experience in application development that integrates multiple programming languages, data sources, operating systems, and platforms into single solution systems
- Demonstrated written and verbal communication skills sufficient to write technical documentation in a concise manner and convey technical information using non-technical language
PREFERRED QUALIFICATIONS:
- Experience and knowledge with Minnesota State databases
- Experience and knowledge with MSSQL Server, MySQL, Visual Studio, .Net, Perl, XML, and Microsoft Access
- Demonstrated interpersonal and analytical skills to work closely and effectively with customers in the design, development, and ongoing support of application and reporting systems to support the business needs of the institution
- Demonstrated skills with critical and strategic thinking, planning, project management, and problem-solving
- Ability to establish priorities on multiple projects to meet deadlines while paying attention to details
- Ability to lead and work as part of a team, as well as independently toward assigned goals
- Demonstrates a knowledge of, an interest in, or experience with, diverse cultures and populations.

OTHER CONSIDERATIONS:
- All applicants must be able to lawfully accept employment in the United States at the time of an offer of employment.
- Employment for this position is covered by the collective bargaining agreement for the Minnesota Association of Professional Employees (MAPE), which can be found at https://mn.gov/mmb/employee-relations/labor-relations/labor/mape.jsp
- Official transcript(s) must be provided to Human Resources upon hire.
- In accordance with the Minnesota State Colleges and Universities (MnState) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a vehicle Use Agreement form and conform to MnState’s vehicle use criteria and consent to a motor vehicle records check.
- BSU and NTC are tobacco free workplaces (see policy)

Application Process - Apply for Vacancy Posting 36556, on the Minnesota Management and Budget website: http://mn.gov/mmb/careers/

If you are unable to apply online, please contact the job information line at 651.259.3637
For additional information about the application process, go to http://www.mn.gov/careers

If you have questions about the position, contact Marie Bock at marie.bock@bemidjistate.edu.

If you have general questions about this posting or submitting an application, contact Teresa Hanson at teresa.hanson@bemidjistate.edu.

All employees must comply with department and institution procedures and policies, MnState policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty. In accordance with the Minnesota State Colleges and Universities (MnState) Vehicle Fleet Safety Program, employees driving on university or college business, when using a rental or state vehicle, shall be required a Vehicle Use Agreement form and consent to a Motor Vehicle Records check annually.

UNIVERSITY / COMMUNITY
WHY BEMIDJI:

The greater Bemidji community has a population of 25,000 and serves as a regional center for education, commerce, recreation, health care, and the arts.
Bemidji State University, located amid the lakes and forests of northern Minnesota, occupies a wooded campus along the shore of Lake Bemidji. Enrolling more than 5,100 students, Bemidji State offers more than 80 undergraduate majors and eight graduate degrees encompassing arts, sciences and select professional programs. BSU is a member of the Minnesota State system of colleges and universities and has a faculty and staff of more than 550. The university’s Shared Fundamental Values include environmental stewardship, civic engagement and international and multicultural understanding.

Northwest Technical College, has prepared students for fulfilling careers in high-demand fields for more than 50 years. The college’s accessible, affordable, hands-on programs also help the region’s employers meet their ever-growing need for a highly skilled workforce. NTC serves more than 1,000 students with an excellent education, an open-enrollment policy and affordable tuition. Students may pursue nearly 40 degree, diploma and certificate programs in six distinct career paths. Classes are offered on campus, online, or as a combination of both. NTC is a member of the Minnesota State system of colleges and universities.

In this Northwoods setting, students, staff and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens who always come out to cheer for the Bemidji State Beavers. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Located between three American Indian reservations – Leech Lake, Red Lake and White Earth, students at Bemidji State University and Northwest Technical College have the opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive in from the south along Lake Bemidji.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Bemidji State and Northwest Tech are both conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks and more. Small, locally owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of campus — offers downhill skiing and campus-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

For further information, visit our websites at: [http://www.bemidjistate.edu](http://www.bemidjistate.edu) and [https://www.ntcmn.edu](https://www.ntcmn.edu).

Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at [Bemidji 2.0](http://www.bemidjistate.edu)

Bemidji State University / Northwest Technical College are Affirmative Action Equal Opportunity Employers and Educators. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.