



JOB DESCRIPTION:	Programmer Analyst		
DEPARTMENT:	Information Technology		
REPORT TO:	Sr. Oracle DBA/Banner SA		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	461120	DATE APPROVED:	25-MAY-2021
		DATE MODIFIED:	17-MAR-2025

SUMMARY: Provides technical assistance and solutions to users for correction of complex Ellucian Banner operational and data integrity problems.

DUTIES:

1. Create and configure SQL scripts to meet end-users' needs. This will require the ability to speak with end-users and assist them with articulating their needs accurately to reflect in the SQL script.
2. Design, implement and troubleshoot SQL scripts for providing specific views of Oracle Database. Maintain documentation of what views have already been created.
3. Utilize MS Office Access/Excel integration with Oracle Database and solutions when necessary/desirable.
4. Document work on SQL scripts, system(s) logs and troubleshooting, in the department knowledge base, and keep this resource updated and accurate.
5. Assess existing SQL scripts and processes. When needed, maintain and improve existing SQL scripts and processes.
6. Assist end-users with reporting software and processes. These include: Crystal Reports, Excel, Ellucian Analytics and Access.
7. Assist with Blackboard Business software. Verify Disaster Recovery of Blackboard server and data.
8. Assist with Document Imaging processes and duties. Verify Disaster Recovery of Document Imaging servers and data.
9. Assist Banner System DBA with coding duties, as needed. This may include items such as Banner, Ellucian Workflow, Blackboard integration and
10. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** High School Diploma or equivalent certification and six years of related experience that includes at least one year of experience in application programming with Ellucian Banner applications or Oracle SQL required. Associate degree in Computer Science, Management Information in related field and three years' experience in application programming referred. Bachelor's Degree in Computer Science, Management Information, or related field plus at least one year of experience in application programming with Ellucian Banner applications or Oracle SQL preferred. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Requires knowledge of university policies, procedures, and practices pertaining to Information Technology; knowledge of current technological developments and trends in software systems; knowledge of existing equipment and the operating systems in use; and proficiency in at least three of the following: C, PL/SQL, COBOL, Java, PERL. Must have the ability to communicate with end users to accurately create views and/or procedures to meet their needs; ability to work with little supervision; ability to develop and deliver presentations; ability to work in a multicultural environment; and the ability to work in an academic setting. Requires proficiency in Microsoft Windows and Office. Must be knowledgeable of University policies and procedures. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive

to cultural differences within the University and community. Fluent in Microsoft Office Applications.

3. **Working Conditions/Physical Demands:** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid New Mexico driver's license.
 - b. Must pass a Defensive Driving Course within 2 months of hire date. (If applicable)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)