Electronic Research Specialist

Job Code 50021397

General Description
Responsible for developing highly complex information management system and business management system software to support critical operations of AVPR and researchers on campus.

Examples of Duties
Evaluate client needs and define user requirements.
Develops, tests and deploys software systems and databases.
Write and maintain documentation to describe program development, logic, coding, testing, changes, and corrections.
Maintain and update existing software systems and databases in response to new client requirements.
Train users in any specific procedures necessary to use the software developed.
Advise users on computer application capabilities and limitations.
Respond to users’ questions and concerns.
Update websites.
Perform other duties as required.

Knowledge, Skills, and Abilities
Knowledge of: Programming languages, servers and database, IT security best practices.

Skill in: Preparing documents and web based products, establishing rapport with faculty, staff and others, testing and debugging software applications, writing technical documents.

Ability to: Read and understand technical documents, performing basic math, explain technical procedures issues, prioritize workload, write technical documents.

Experience and Education
To qualify for this classification, and individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

Other Requirements