



Date: December 2, 2016
Title of Position: Database Analyst/Programmer
Salary: High \$60s w/benefits
Effective: January 2017

Position Summary: The Database Analyst/Programmer provides technical expertise for projects that require computer applications to support or improve College operations including involvement in each phase of system life-cycle, needs analysis, development, and maintenance. (See attached Position Description for additional information.)

Qualifications: Bachelor’s degree, ideally in Computer Science or related field; minimum three to five years information systems experience in a programming capacity (preferably in higher education); or equivalent combination of education and experience.

Familiarity with programming languages such as C, C++, and/or C Sharp, .Net Framework and Development, Visual Studio, and Unibasic, Uniquery and Unidata. Experience with SQL, Business Objects, SharePoint, TMG and/or Active Directory a plus. Familiarity with Education Advisory Board (EAB) solutions a plus. Work experience should demonstrate strong problem solving and debugging skills in addition to the ability to work with interdisciplinary teams.

Excellent oral and written communication skills including the ability to interface and communicate effectively with non-technical personnel, administrative users, staff, faculty and students, as well as professional Information Technology staff. Must possess strong analytical skills and technical skills in systems analysis and programming; be detail oriented, a quick learner, self-motivated, able to adapt to changing situations, and available to work flexible hours as needed.

Additional information: Source of Funding: State funded
Area of Assignment: Information Technology

MCCC AFSCME DCE Non-Unit Full-time Part -Time

Application Procedures: For consideration, send cover letter, resume, and a list of names and telephone numbers for three (3) recent job-related references to the Human Resources Office, Berkshire Community College, 1350 West Street, Pittsfield, MA 01201. tkozlowski@berkshirecc.edu

Application Closing Date: January 3, 2017. BCC is committed to providing an inclusive learning and working environment that values the diverse backgrounds of all people and encourages applications from individuals whose experiences and perspectives model the opportunities and success derived from a college education.

Berkshire Community College is an affirmative action/equal opportunity institution and does not discriminate on basis of race, creed, religion, color, gender, gender identity, sexual orientation, age, disability, genetic information, maternity leave, military service, and national origin in its education programs or employment. All inquiries concerning application of the above should be directed to Deborah Cote, Vice President for Human Resources, Affirmative Action Officer, and Coordinator of Title IX and Section 504, at 413-499-4660, ext 1022, Susan B. Anthony Annex Building, Room A19.

**Berkshire Community College
Position Description**

Position Title: Database Analyst/Programmer

Dept: Information Technology

Position Summary

The Database Analyst/Programmer provides technical expertise for projects that require computer applications to support or improve College operations including involvement in each phase of system life-cycle, needs analysis, development, and maintenance.

Essential Functions

1. Interfaces with user departments, providing technical expertise, to establish requirements for application reporting.
2. Defines and prepares specifications for reports or changes to existing reports, performing the indicated analysis of the impact upon other processes or applications.
3. Develops new programs and/or makes modifications to existing programs to comply with user specifications.
4. Develops reports and assists users in developing reports against College's Data Warehouse.
5. Assists in maintaining the institution's administrative data dictionary for internal or external reporting; assists in the transfer of data to other internal or external systems.
6. Assists in the training of end-users in utilization of all applications (such as query language, ad hoc reports/tools, data transfer tools, interface systems, etc.).
7. Performs all duties necessary as back-up personnel for Database Administrator.
8. Prepares instruction and support documentation for the Division of Information Technology and administrative users. Assists administrative users in the development of their procedures and training.
9. Pursues and develops professional skills in ever-changing technology as it relates to the impact on computer applications.
10. Performs other related duties and assignments as required.