Administrative Programmer/Analyst
Full-time, 12 Months

Reports To: Director of Technology Services

General Purpose of Position: Provide computer service support to administrative computer systems and associated offices.

Education Required:
Bachelor's degree (in Computer Science preferable)

Essential Duties/Functions:
- Troubleshoot software and system problems.
- Apply fixes and patches to software systems.
- Install upgrades to software systems.
- Maintain database and web application servers for administrative applications.
- Aid users in developing auxiliary applications for reporting and diagnostics.
- Assist in research and evaluation of new software products and applications.
- Maintain regularly scheduled backups of administrative data.
- Advise and train users in equipment and software usage.
- Review existing systems for enhancements, design new systems deemed feasible.
- Optimize server storage and software/hardware performance.
- Maintain user accounts and permissions/access for administrative systems.
- Maintain and improve web and custom database applications.
- Plan and execute integration of various software applications on campus.

Experience/Skills/Abilities Necessary
- Working knowledge of Microsoft SQL database administration
- Working knowledge of Microsoft SQL queries and transactions
- Working knowledge of database optimization, performance, and security
- Ability to create/edit SQL reports and stored procedures
- Ability to communicate well with Faculty, Staff and Students
- Ability to manage several projects at the same time
- Integrity in dealing with confidential college material
- Knowledge of Windows Server operating systems (2008, 2012), and Windows Personal Computer OS (Windows 7)
- Knowledge of ASP.NET, Javascript.
- Knowledge of Linux (Ubuntu), PHP, and Python would be a plus.

Houghton College is fully committed to a culturally diverse faculty, staff and student body. Successful candidates will evidence similar commitments.
**Application Procedure:**

To apply please submit the following materials via email to:  
[jobs@houghton.edu](mailto:jobs@houghton.edu).

1. Cover Letter
2. Resume
3. 3 References
4. Answers to the following questions:

Please review Houghton College’s Community Covenant and Doctrinal Statement available here:

- [http://www.houghton.edu/community-covenant/](http://www.houghton.edu/community-covenant/)

1. Please provide a brief description of your faith journey, including the nature of your current participation in a local church or fellowship.
2. What motivates you to seek employment with an institution that strives to work together in the manner described in the community covenant?
3. Do you have any questions or concerns regarding either the doctrinal statement or community covenant?