

## JOB OPENING

**POSITION:** Administrative Systems Programmer (Entry-level)  
40 hours per week, 12 months  
(Anticipated hiring salary range: \$45,000-\$55,000)

**REPORTS TO:** Director of Technology Services

### JOB SUMMARY:

Houghton University provides an academically challenging, Christ-centered education in the liberal arts and sciences to students from diverse traditions and economic backgrounds and equips them to lead and labor as scholar-servants in a changing world. The Technology Services department is committed to serving Christ and the University Community by providing network, telecom, and computer support with integrity, perseverance, and professionalism. The Administrative Systems Programmer supports the mission of the University and the Department by providing support for, and integration between, Administrative Software systems for offices across the University.

### Essential Functions:

- Troubleshoot software and system problems
- Apply fixes, enhancements 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/improve web and database applications which are based on admin. server data
- Design and implement solutions related to the integration of various administrative systems
- Manage, organize, and maintain internal documentation of administrative systems
- Document security permission changes for administrative systems

### Success Profile:

Individuals ideally suited for this position will exhibit the following behaviors and competencies:

- **Excellent Multi-tasking:** The Administrative Systems Programmer must be able to handle multiple projects and tasks simultaneously, prioritizing the most critical or urgent as appropriate
- **Adaptable:** The Administrative Systems Programmer must be able to adapt to changing priorities and flexible to handle frequent interruptions or emergencies
- **Constantly Learning:** The Administrative Systems Programmer must be willing to continually learn new technologies and software, in order to support new University systems

### Required Qualifications:

- Experience working with computer systems, databases, and programming
- Excellent organizational abilities
- Strong communication skills
- Integrity in dealing with confidential university material
- Knowledge of personal computer and server operating systems, particularly Windows and Windows Server
- Knowledge of networked database systems, particularly Microsoft SQL Server
- Experience with the following:
  - SQL query writing (TSQL experience preferred)
  - Programming with PowerShell, Python, and C# (or Java). Experience with PHP, HTML, Microsoft Access, and VB Script is also preferred
  - Using GIT for version control

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

*Houghton University is a Christ-centered, liberal arts and sciences institution of The Wesleyan Church, an evangelical holiness denomination rooted in the teachings of John Wesley. All employees are expected to share a set of values, convictions, and commitments that guide our life together. The University expects that all faculty and staff will respect the University's Vision of our Common Life, Doctrinal Statement, Wesleyan beliefs and core values, and adhere to its lifestyle expectations.*

**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 the following documents:

<https://www.houghton.edu/a-vision-of-our-common-life/>

<https://www.houghton.edu/doctrinal-statement/>

<https://www.wesleyan.org/about/our-beliefs>

1. Please provide a brief description of your journey to personal faith in Jesus Christ and subsequent growth.
2. Please identify the church where you currently attend. In what ways are you currently participating in your local church or fellowship?
3. Are there any areas of Houghton's beliefs or practices that you find challenging or problematic? If yes, please explain.