

# **BELHAVEN UNIVERSITY**

## **Systems Programmer**

Belhaven University is an innovative and academically progressive institution built on the timeless principles of scholarship, service, and biblical truth. Since its founding, Belhaven University has sought to fulfill the mission expressed in its motto: "to serve, not to be served."

"Our Standard is Christ" is the identifier of Belhaven University because as an institution we are committed to honoring the Lord in all we do. Located in Jackson, Mississippi, we are one of America's most innovative and fastest growing private schools, serving nearly 3,500 undergraduate and graduate students. This includes the 1,000 traditional students in Jackson. Belhaven University was an early innovator in accelerated adult education, and have equally led the way among Christian schools in establishing robust online degree programs.

### **Description of Position**

The Systems Programmer will perform duties necessary to support faculty, staff and students with the functionality of the core Colleague ERP system and the ancillary integrated applications. This person is responsible for the creation and maintenance of forms, screens, reports, subroutines, computed columns, and ad-hoc reports using both SQL and a proprietary language based upon Envision Basic. In addition, this person will use their programming skills to assist with administration and integration of third-party applications, troubleshooting issues and automation of tasks as needed. The Systems Programmer reports directly to the Director of Systems Administration.

### **Responsibilities**

- Coordinates with Director of Systems Administration and other team members to execute overall duties of the Systems Programmer position.
- Works to create new forms, screens, reports, subroutines, and computed columns to facilitate and enhance functionality within Colleague.
- Creates lists based upon various criteria for use within Colleague to support account creation, role assignment, etc.
- Maintains the LDAP integration between Colleague and Active Directory.
- Creates and maintains necessary files to support integrations with third party applications.
- Proposes possible ways to automate system processes to improve both system performance and staff efficiency.
- Troubleshoots issues involving Colleague and third-party integrations.
- Serves as a backup for creation of dynamic forms and workflow automation, as necessary.
- Writes SQL ad-hoc queries as requested.

This description covers most of the significant duties performed by the position, but does not include other work, which may be similar, related to, or a logical assignment for the position.

## Qualifications

- Bachelor's degree or equivalent related work experience is required.
- Significant experience in SQL and/or Colleague Studio and an understanding of databases to efficiently produce desired outcomes using programming tools available.
- Previous experience with Ellucian Colleague is highly desirable.
- Experience in Canvas, ILP, StarRez, Perceptive Content, or Recruit is desirable, but not required.
- Knowledge of Power Shell, C#, Html, Asp.Net and Java is a plus, but not required.
- Attention to detail, logical thinker with analytical skills, ability to collaborate with a team, and willingness to learn and adapt quickly to requests and changes.
- Excellent customer service and communication skills.
- The successful candidate must articulate a Christian worldview in one's area of service and must fully support the University Vision, Mission and Statement of Faith.  
<https://www.belhaven.edu/about/mission/>
- Work location is on site, Jackson, MS.

## Application Process

To be considered for this position, a complete application packet must be received. Complete application packet will include the following:

- Letter of Intent; including explanation of how your prior experience fulfills above responsibilities and qualifications
- Resume
- Please prepare a brief account (no more than 750 words) of your spiritual pilgrimage including the time and circumstances surrounding your becoming a believer in Christ and your current relationship with Christ.
- Please click on this link  
[http://www.belhaven.edu/belhaven/employment\\_pdfs/LetterOfEmploymentCommitment.pdf](http://www.belhaven.edu/belhaven/employment_pdfs/LetterOfEmploymentCommitment.pdf) to review Belhaven University's Commitment Statement including our employee expectations. Should you receive a job offer you will be asked to sign accepting this commitment.

## Email complete application packet to:

Janet Nalley

Director of Systems Administration

Email: [jonalley@belhaven.edu](mailto:jonalley@belhaven.edu)

Employment at Belhaven University is contingent upon the results of an independent background check.