



Deny the ordinary.

Do extraordinary things at Portage College.

Systems Analyst, Programmer

Infrastructure and Information Technology

Location: Lac La Biche campus

Position type: Full-time continuous

Salary: \$69,468 to \$79,092 per annum

Job number: 17-EXB4-41-PC

Posting date: July 17, 2017

Closing date: Until suitable applicant is found

ABOUT THE POSITION

Portage College has an exciting opportunity for a highly experienced IT professional to join the Lac La Biche campus as a Systems Analyst, Programmer. This position is responsible for defining, developing, testing, customizing, analyzing and maintaining new software applications. Some responsibilities include:

Strategy and Planning

- Collaborate with stakeholder and database staff and business analyst in the conceptualization and development of new software programs and applications while analyzing and assessing existing business systems and procedures.
- Participate in planning and development of integration projects, standards, processes and strategies between business units and development teams.
- Provide integration technical knowledge and experience during the planning, execution and management of new applications into the existing IT environment.
- Identify and resolve systems issues and where necessary utilize IT team members.
- Educate peers on best practices for developing custom SharePoint solutions.
- Assist in developing tech standards and SDLC to support development and maintenance of custom applications.
- Assist with planning major ERP upgrade projects.

Acquisition and Deployment

- Conduct research on integration products and emerging application development software products, languages and standards in support of procurement and development efforts.
- Liaise with vendors for efficient implementation of new software products and systems and for resolution of any adaptation issues.
- Recommend, schedule and perform software improvements and upgrades.
- Consistently write, translate and code software programs and applications according to specifications.

Operational Management

- Write programming scripts to enhance functionality and/or performance of college applications.
- Work with College teams to develop SharePoint related services and integrate SharePoint with other SharePoint applications.
- Design and write custom applications.
- Design, run and monitor software performance tests on new and existing programs for the purpose of correcting errors, isolating areas of improvement and general bugging.
- Administer critical analysis of test results and deliver solutions to problem areas.
- Implement audit, logging and monitoring solutions to provide proactive operational support.
- Generate project status and written summaries for management and/or team members on the status of the projects process.
- Train end users to operate new or modified programs.
- Provide backup to the College DBA to support College databases; Act as secondary administrator for the College's ERP.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in computer science or computer engineering from a recognized post-secondary institution. Equivalencies may be considered.
- Minimum three years of related experience.
- Experience with the college's core software applications, which include Unit 4 Agresso, Star Rez, Microsoft Office and MS Project preferred.
- Working knowledge of network and PC operating systems, including Windows, Mac and Linux.
- Proven experience with system integration and software development projects.
- Excellent analytical, mathematical and creative problem-solving skills.
- Excellent communication skills and customer service driven.
- Ability to work a flexible schedule to implement projects outside normal business hours.
- Experience engaging with business users to develop project plans and application specifications.

ABOUT OUR COLLEGE AND WORKING HERE

Portage College has been serving the region for nearly 50 years and is a first choice post-secondary institution for learners in northeast Alberta. You will find that we are a college that combines quality with innovation. In fact, Portage College is considered a leader when it comes to providing students with a flexible first-class educational experience. We offer a wide range of programs in business, health and wellness, human services, university studies, food sciences, trades and technical, native arts and culture, and in academics for career and education.

As an employee at the College, you will benefit from generous paid time off, participation in the College pension and benefits plans and have access to a strong professional development fund that allows employees to grow and develop professionally by taking college or university courses, or attending conferences or workshops. Our employees' dependants can also apply for tuition bursary discounts if they enroll in a program at Portage College.

HOW TO APPLY

Portage College is committed to building a skilled, diverse workforce reflective of Canadian society.

If you have the right qualifications, experience, and motivation to do extraordinary things at Portage College, we would love to hear from you. Email your cover letter and resume to hr@portagecollege.ca. If you have any questions, call us at 780-623-5747.

Please note we don't accept third-party resume and cover letter submissions.

The College appreciates the interest of all applicants, however, only those selected for an interview will be contacted.