Job Title:	Sr DARS Systems Analyst Programmer	**Job Code:**	T43316
Job Function:	Staff	**Grade:**	221
Job Family:	Classified	**FLSA:**	Exempt
SOC Description:	3000 Information Technology Division	**Date:**	1/1/04;7/11/00

Job Summary:

Under the direction of the Director of Application Services and the University Registrar, this position is responsible for providing support for applications in the Office of the Registrar (application development, programming, installation and problem solving).

Essential Functions:

50% Maintain all student records information systems including, Degree Audit Record Systems (DARS), CAS, and PeopleSoft Student Records as required. Apply upgrades and maintains/develops customized programs to interface to the University environment.

15% Work with other Application Services' employees to learn and follow development standards. Work to develop and modify applications with technical coordinators.

10% Meet with users to help determine their needs, designs solutions to specific problems and direct implementation of computer systems.

10% Develop and document computer applications and/or programs.

5% Establish and documents priorities, set schedules and communicate project plans to Registrar and Director of Application Services.   Instruct users regarding systems' functions and procedures.

10% Prepare status reports on assigned projects at regular intervals as required by the Director of Application Services and the University Registrar. Make hardware and software recommendations necessary to keep the Registrar's Office student information systems technology current.

Education:

Requires a relevant Bachelor's Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years experience in application development and programming. DARS, PeopleSoft and CAS. Basic understanding of University environment required. Strong problem solving, communication and technical writing skills required.

Leadership:

No authority or responsibility for the supervision of others.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems.   Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.