



NATIONAL AMERICAN UNIVERSITY

POSITION DESCRIPTION

Central Administration

To apply submit an employment application ([click here for application](#)), resume, and letter of interest to: Director of Online Education
5301 S Hwy 16, Ste. 200, Rapid City, SD 57701

- I. POSITION TITLE:** Application Developer II
- II. EMPLOYEE CLASSIFICATION:** Professional
- III. JOB CLASSIFICATION:** Nonexempt
- IV. ACCOUNTABLE/REPORTS TO:** System Director of Information Technology
- V. POSITIONS REPORTING TO THIS POSITION:** None
- VI. DUTY HOURS:** Monday through Friday, 40 hours per week, plus additional hours from time to time as may be required to complete the necessary duties.

VII. MINIMUM REQUIREMENTS:

EDUCATION: Bachelor's degree in IT, CIS, computer science or similar field required.

EXPERIENCE: Five years of experience with a variety of server-side and client side programming language. The ideal candidate would have experience developing data driven web and windows applications in Microsoft Visual Studio and have experience developing web sites on Microsoft Office SharePoint Server.

PHYSICAL: Reaching, listening, writing skills, editing, proofreading, hand/eye coordination, hand-wrist-finger dexterity, balancing, bending over, lifting up to 80 lbs., carrying, cleaning, collating, coordinating, dialing, driving, filing, keyboarding, repetitive motions, opening, pulling, pushing, scheduling, sitting, standing, sorting, stapling, stooping, talking, turning, typing, unlocking, walking, writing.

SKILLS EXPECTATIONS: Planning, recordkeeping, reporting, training, answer phone, filing, typing, programming, calculating, problem solving, reasoning, preventive maintenance, reading - basic and technical, writing - basic and technical, word processing, spreadsheets, computer operating systems, networking hardware.

- VIII. BASIC FUNCTION/PURPOSE OF THE POSITION:** The application developer's role is to develop new software applications and web services in support of the achievement of business requirements. This includes designing, building, and implementing new applications, web pages and web sites; integrating sites with back end applications; migrating legacy applications to the web; and performing day-to-day administration of the organization's web

portfolio. Use of a variety of web and application development languages is required. This person will also troubleshoot network performance issues, provide administrative software support and participate in network systems implementation projects.

IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:

- * A. Analyze and assess existing business systems and procedures.
- B. Contribute to the continuous improvement of development standards and processes.
- * C. Maintains and ports existing applications written in multiple languages to common platforms in use by the university.
- D. Create and update technical documentation as required.
- E. Identify, recommend, and prioritize new web features and applications in conjunction with business leaders and department managers.
- * F. Oversee web development projects, including intranets and extranets.
- * G. Consistently write, translate, and code software programs and web applications according to specifications.
- * H. Establish policies and procedures for publishing web pages and applications in conjunction with content creators.
- * I. Diagnose and troubleshoot problems with existing web applications and sites.
- * J. Work with database administrator to design, develop and update databases as they relate to software programs and web applications.
- * K. Ensure security of all web sites and related applications.
- L. Monitor and report on web site traffic and performance.
- M. Serve as a “backup” for other team members, seek cross-training in their areas of expertise, and perform their duties in their absence.
- N. Ability and willingness to learn new technologies.
- N. Other duties and responsibilities as may be assigned by the supervisor.

X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:

- A. Faculty, staff, students and members of the community.

XI. LIMITS OF AUTHORITY:

As defined by the policies, procedures, and practices of the University and/or the President.

National American University reserves the right to alter this position's job description/job duties to meet the needs and goals of the organization.

* Denotes essential elements of the position.