To apply, submit an employment application (click here for application), resume, and letter of interest to: Director of Online Education
5301 S Highway 16
Rapid City, SD 57701

IT APPLICATION DEVELOPER
Position Description

Level of Position is Dependent on Education and Experience

The IT Application Developer I:
1. High school diploma or GED equivalent required, advanced degree in IT, CIS, computer science or similar field preferred; and
2. Two years of experience with a variety of server-side and client-side programming languages; experience developing applications in Microsoft Visual Studio preferred.

The IT Application Developer II:
1. Bachelor’s degree in IT, CIS, computer science or similar field required; and
2. Five years of experience with a variety of server-side and client-side programming language; experience developing data-driven web and windows applications in Microsoft Visual Studio.

The IT Application Developer III:
1. Master’s degree in IT, CIS, computer science or similar field required; and
2. Ten years of experience with a variety of server-side and client-side programming language; experience developing data-driven web and windows applications in Microsoft Visual Studio and developing web sites on Microsoft Office SharePoint Server preferred.

Summary
The IT Application Developer develops 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 position troubleshoots network performance issues, provides administrative software support and participates in network systems implementation projects in accordance with the mission, core values, and purposes of the university.

Skills and Attributes
The IT Application Developer must possess the following skills and attributes: planning; recordkeeping; reporting; training; answering phone; filing; typing; programming; calculating; problem solving; reasoning; performing preventive maintenance; reading - basic and technical; writing - basic and technical; word processing; manipulating spreadsheets; working with computer operating systems and networking hardware.

Essential Functions
The IT Application Developer performs the following essential functions:
1. Analyzes and assesses existing business systems and procedures.
2. Contributes to the continuous improvement of development standards and processes.
3. Maintains and ports existing applications written in multiple languages to common platforms in use by the university.
4. Creates and updates technical documentation as required.
5. Identifies, recommends, and prioritizes new web features and applications in conjunction with business leaders and department managers.
6. Oversees web development projects, including intranets and extranets.
7. Consistently writes, translates, and codes software programs and web applications according to specifications.
8. Establishes policies and procedures for publishing web pages and applications in conjunction with content creators.
9. Diagnoses and troubleshoots problems with existing web applications and sites.
10. Works with database administrator to design, develop and update databases as they relate to software programs and web applications.
11. Ensures security of all web sites and related applications.
12. Monitors and reports on web site traffic and performance.
13. Serves as a “backup” for other team members, seeks cross-training in their areas of expertise, and performs their duties in their absence.
14. Maintains ability and willingness to learn new technologies.
15. Performs other duties as assigned.

**Required Work Hours**
Forty hours per week during daytime, evening, and weekend hours. Scheduled work hours may change. Overtime may be required, or permitted with prior approval.

**Reporting and Supervisory Responsibilities**
1. The IT Application Developer reports to the Director of Online Education (IT).
2. This position has no supervisory responsibilities.

**Physical Requirements**
The IT Application Developer must be able to speak, hear, see, read, write, type, dial, reach, and bend. This position also requires the ability to lift, carry, push, and pull up to 40 pounds.

**Travel**
Periodic travel, including airline travel and overnight stays, may be required.