Job Summary

Requisition Number: 23518
Job Title: PROGRAMMER/ANALYST II
Working Title: Programmer Analyst II
Salary: $23.43 - $45.80 hourly
Job Type: Career
Department Name: 0070-EDUCATION

Job Summary Statement:
Under close supervision of the Senior Data Manager of the Higher Education Research Institute (HERI), the Programmer/Analyst II (P/A) will: maintain a web portal interface for the Cooperative Institutional Research Program's (CIRP)survey clients; maintain HERI's website, updating old materials and adding new materials provided by HERI staff; provide hardware and software support to HERI staff; produce data files and reports for HERI's clients and perform statistical analysis of HERI data using SPSS for Windows; and assist in the programming of the web versions of CIRP's suite of surveys.

Percentage of Time: 100
Shift Start: 8:00 am
Shift End: 5:00 pm

Qualifications for Position

16 Records

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<tr>
<th>Qualifications</th>
<th>Required/ Preferred</th>
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<tr>
<td>Demonstrated skill in using Microsoft Word, Excel, PowerPoint, Access, Group Calendar, FileMaker Pro, Dimdim, Adobe Creative Suite, Adobe Premiere, Apple Final Cut Studio</td>
<td>Required</td>
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<td>Demonstrated experience with database-driven web technology (HTML, CSS, XML, PHP, JavaScript, and MySQL, and ASP.NET)</td>
<td>Required</td>
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<td>Demonstrated ability to employ Linux, OS X, and Windows operating systems</td>
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<td>Demonstrated knowledge of Windows-based hardware sufficient to upgrade and to do simple repairs</td>
<td>Required</td>
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<td>Demonstrated knowledge of VBA programming language</td>
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<td>Ability to write system and application documentation and to document within code</td>
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<td>Demonstrated knowledge of user interface design</td>
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<td>Excellent time management and ability to prioritize project tasks under shifting demands and to work under accelerated deadlines</td>
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<td>Demonstrated ability to work on multiple projects and to learn the required technologies for the timely completion of assignments</td>
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<td>Demonstrated ability to work under minimal supervision and to adapt to changing priorities and circumstances while maintaining professional demeanor</td>
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<td>Strong communications skills to effectively communicate in oral and written form with all levels of staff, faculty, students, vendors, and outside contacts</td>
<td>Required</td>
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Demonstrated skill in analyzing information to define the problem, formulate logical conclusions, and recommend appropriate solutions Required

Demonstrated skill in verifying data and other information in order to produce statistical reports that are accurate and reliable Required

Working knowledge of PYTHON programming language Preferred

Working knowledge of R programming language Preferred

Working knowledge of SPSS statistical software Preferred

Additional Posting Information

Bargaining Unit: 99-Policy Covered

Application Deadline: 03-31-2016

External Posting Date:

Quicklink To Posting: hr.mycareer.ucla.edu/applicants/Central?quickFind=67628

Special Instructions:

Contact information:

Number of Positions:

Special Employment Designations/ Requirements Per UC Policy

Conflict of Interest: N/A

Critical: Continued employment contingent upon completion of satisfactory background investigation.

Driving Record: N/A

E-Verify Check:

Certain positions funded by federal contracts/subcontracts requires UCLA to notify job applicants that an E-Verify check will be conducted and the successful candidate must pass the E-Verify check. This position does not require E-Verify check.

More Information

CANRA: Is this position designated as a mandatory reporter under CANRA? No

Other Special Employment Requirements:

The University of California is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the UC nondiscrimination policy. UC Nondiscrimination & Affirmative Action Policy

UCLA is a Tobacco-Free environment. For more information, please view the policy at Tobacco-Free Campus Policy