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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

Department Website URL:

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**

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

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:

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