

The University of Akron
Classification Specification

Job Title:	Enterprise Systems Programmer	Job Code:	T43461
Job Function:	Staff	Grade:	220
Job Family:	Classified	FLSA:	Exempt
SOC Description:	3000 Information Technology Division	Date:	1/1/04;7/11/00

Job Summary:

Evaluate, install and maintain the University's operating system software packages, utilities and tools. Provide technical assistance to the campus community and resolve problems with enterprise hardware and software.

Essential Functions:

45% Make recommendations regarding new enterprise software systems and programs while implementing the installation, maintenance, planning and testing of new and existing enterprise software packages.

30% Assist in the analysis of problems with enterprise hardware and software. Assist enterprise users and other groups in identifying non-enterprise failing components that impact the availability of enterprise services to end users.

10% Produce flow charts, manuals, web pages, newsletter articles and presentations for the purpose of discussing computer related issues and maintaining documentation regarding enterprise systems and procedures.

5% Provide technical support to department staff members and other system users.

5% Install and maintain enterprise hardware while facilitating activities such as hardware moving, cabling and planning.

5% Maintain knowledge of current computer technology through personal research for the purpose of professional improvement.

Education:

Requires a relevant Bachelor's Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years experience in systems programming. Requires highly developed problem solving skills and must be detail oriented. Strong communication and technical writing skills required. Familiarity with computer support tools and hardware/software architecture required.

Leadership:

No authority or responsibility for the supervision of others.

Physical Requirements:

Light physical effort required involving stooping and bending; individual has limited discretion about walking, standing, etc.; occasionally lifting of lightweight objects (up to 25 lbs.).

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.