



---

**Systems Programmer Analyst**  
**\$57,000-\$62,000**

Clinton Community College, a member of the State University of New York, is situated on the shores of Lake Champlain with panoramic views of the Adirondack Mountains and the Green Mountains of Vermont. The College's mission is to provide educational opportunities in an inclusive and safe environment that empower individuals to create their own paths to personal and professional growth. The College strives to be diverse in ways that reflect the world in which we live and work. By being intentional about creating a strong climate of mutual respect and inclusiveness, we recognize that learning experiences will be broader, richer and more meaningful for all members of our community.

The Systems Programmer Analyst reports to the Director of Information Technology. This is a full-time, twelve-month, professional position. This position is responsible for the management of the Student and Financial administrative systems for the College.

**Duties and Responsibilities:**

1. Support Student Information and Financial Information report development using data retrieval and report development tools
2. Interview system users, observe job performance and/or perform the job in order to determine what information is processed and how it is processed
3. Process daily requests and problem solve Student Information and Financial Information Systems related issues for all departments, which are tracked using work order processing software
4. Maintain a full knowledge of the database structure and systems, and how it relates to the college processes and procedures to ensure accurate reporting of information
5. Review and analyze departmental requests for cost effectiveness and feasibility, possibly recommending a more effective and efficient solution for the user
6. Implement system back-up procedures and participate in recovery operations
7. Maintain the test system environment for database testing, development, and user training
8. Perform system updates for the Student Information and Financial Information Systems
9. Control system security for the Student Information and Financial Information Systems
10. Support SUNY and retirement systems mandated reporting
11. Provide technical expertise for the end user and support the user by supplying them with the tools to support efficient college operations
12. Work closely with IT consultants with system updates, programming needs, questions and concerns
13. Install finance/payroll software on individual PC's to support Financial offices

14. Work closely with management to prioritize business goals and informational needs.
15. Perform other duties as assigned by the Director of Information Technology or his/her designee.
16. Provide general support within the Web Content Management System for end-users.
17. Manage and maintain all portal web pages within the Student Information System.
18. Create and maintain integrations with Application Programming Interfaces (API) as necessary.

**Minimum Qualifications:**

Bachelor's degree in computer science or Associate's degree in computer technology and three years of experience in student information and financial information systems. Possess the ability to provide training and instruction; ability to plan and direct the work of others; ability to follow directions; strong analytical and problem-solving skills; strong project management skills; attention to detail. Knowledge of Microsoft Office applications, Microsoft Windows Server, Microsoft Dynamics GP, Microsoft SQL Server, SQL Server Management Studio, Visual Studio, Reporting Services, Crystal Reports, and Modern Campus required. Working knowledge of SQL and ASP.NET programming languages is required.

**To apply:**

The search will remain open until the position is filled. Please submit a resume to be considered for this position per the instructions below.

Please email your application materials to:

[hr.recruiting@clinton.edu](mailto:hr.recruiting@clinton.edu)

Clinton Community College

136 Clinton Point Drive, Plattsburgh, New York, 12901

*Clinton Community College, a member of the State University of New York System, is an Equal Opportunity/ Affirmative Action employer and complies with ADA requirements. Consistent with the Americans with Disabilities Act, applicants needing reasonable accommodations during the employment process should advise HR as necessary.*