WEST VIRGINIA
**Higher Education
Policy Commission**

WEST VIRGINIA
**Community & Technical
College System**

POSITION ANNOUNCEMENT

This position serves the West Virginia Higher Education Policy Commission (Commission) and the West Virginia Council for Community and Technical College Education (Council) whose offices are located at 1018 Kanawha Boulevard, East, Charleston, West Virginia. The position offers opportunities for advanced training and professional development. Remote work arrangements may be considered on a case-by-case basis.

Position Title: Programmer / Developer

Classification: Full Time, Non-Classified, Exempt, Benefits-Eligible
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Overview: Reporting to the Senior Director of Research and Policy, the Programmer / Developer provides basic entry level systems analysis and programming support for state-level data submissions, state financial aid programs and ad hoc projects.   This position receives job assignments with detailed instruction and assists with routine problems, gradually working with less instruction on more complex programming issues. The incumbent will assist more experienced programmers in systems and design analysis of moderate complexity.

Duties and Responsibilities: Maintains and updates existing front-end (C#/.NET) code for applications comprising the agency's Financial Aid Management (FAMS) system and institutional data file submission system, along with other internally-developed applications. Designs, builds, tests, and brings to production new C# web applications using efficient, reliable, and reusable C# and Javascript code, along with CSS to provide intuitive and user-friendly interfaces. Supports the modernization of existing applications.   Facilitates submission, edit checking, warehousing, and reporting on postsecondary institutional data submissions to the Commission through maintenance and development of web interface systems. Manages data intake, matching and validation for the statewide longitudinal data system. Provides technical support to users. Develops and maintains technical documentation for existing and future applications. Ensures implementation of appropriate data security and role-based data access protocols. Maintains currency of knowledge and skills relating to duties and responsibilities. Works collaboratively with other programmers in the division to develop standards and specifications for new and existing applications and contributes to a shared code repository.

Required Knowledge Skills and Abilities:

Ability to complete diverse tasks ranging from long-term, multi-stage development projects to fast-paced data requests accurately and on time.
Ability to complete time-sensitive projects while adhering to prescribed deadlines.
Willingness to work in a collaborative environment and receive constructive feedback from colleagues.
Advanced proficiency in Microsoft Office suite and ability to learn new data analysis, visualization and reporting software.
Strong problem-solving skills.
Excellent written and verbal communication skills, interpersonal acumen, and the ability to work productively in a team environment.
The ability to work with users to understand their needs and translate those into application features.
Must be highly organized and detail oriented.

Salary Range: Competitive salary, commensurate with experience.

Minimum Education and Experience Requirements:

A bachelor's degree in Computer Science, Information Systems or related field and two years of related work experience are required. However, any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities will be considered.

Experience must include web application development using C#, .NET framework, Javascript and CSS, as well as, application/web application documentation and training.

Experience with database programming via standard SQL or Oracle SQL+ and PL/SQL is preferred.

Closing date: Applications will be accepted until position is filled. Review of applications begins January 22, 2021.

Application process: Qualified candidates must submit a letter of interest, a current resume, a professional writing sample, and titles, phone numbers and e-mail addresses for three professional references. Final candidates are subject to employment and credential verification, as well as reference and background checks. Submit all information electronically **via e-mail** with "Programmer/Developer" in the subject line to: Ms. Vickie Hairston, HR Representative, Senior at hepc.hr@wvhepc.edu.

Equal Opportunity/Affirmative Action Employer/Veterans/Disabled

The West Virginia Higher Education Policy Commission and the Community and Technical College System of West Virginia are equal opportunity employers. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or protected veteran status and will not be discriminated against on the basis of disability. The Commission and Council provide a collegial, respectful and inclusive environment that values the diversity, creativity and contributions of its staff.