Job Description

Job Title:	Information Systems Developer
Department:	Centre for Education in Mathematics and Computing
Reports To:	Information Systems Manager
Jobs Reporting:	none
Salary Grade:	USG 7-11
Effective Date:	February 2018

Primary Purpose

The position is responsible for the full-cycle development of systems and web related material for the Centre for Education in Mathematics and Computing (CEMC) including the development of on line systems for seminars, conferences and secondary school outreach programs.

Key Accountabilities

Creation, maintenance and improvement of various information and web based systems for outreach and enrichment for students and teachers, event registration and web content.   • Integrate new system development into existing ones   • Balance development of new systems with ongoing user support   • Support on line development of systems for registration, information, etc.   • Develop and maintain systems associated with the CEMC's mathematics and computer science competitions
Revision control, formal system documentation and project management   • Plan and design long term projects, write design documents, confirm system details with stakeholders   • Assist in monitoring standards, e.g., response time, user feedback, and usage of the CEMC web site
Collaboration and cooperation with other members of the CEMC Computer Systems Group and CEMC faculty and staff   • Communicate project details and development issues with technical team members and non-technical project stakeholders in the department   • Resolve or refer issues as required to ensure priorities are established and maintained   • Determine priorities and design plans
Provide advice and consultation to non-technical members of the CEMC   • Solutions to improvements for existing systems   • Suggestions for new system development   • Written and oral communication to technical and non-technical staff and faculty   • Help establish priorities with a variety of stakeholders and for a number of projects
Administer servers, databases and other tools as required

*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.

Required Qualifications

Education
• College level diploma/degree in an IT related program or university degree in an IT related field
Experience
• 1-2 years experience with database development, server administration, web development and web design, e-Commerce, etc.
• Intermediate experience with tools such as revision control, data modeling, bug tracking, code optimization, etc.
• Intermediate experience with the full system cycle: system analysis, design testing, documentation, training and maintenance.
Knowledge/Skills/Abilities
• Has basic working knowledge of computer hardware components, and their characteristics.
• Has basic working knowledge of at least one operating system, and is able to perform tasks (such as system installation) using established methodologies and procedures.
• Is able to apply this knowledge, e.g,, to specify system configurations to meet requirements, upgrade systems, assess user needs, or diagnose and repair routine problems
• Can recommend appropriate software for use in a specific application.
• Has working knowledge of several programming languages. Is able to develop, test, document programs, scripts, or interfaces from specifications.
• Is familiar with basic single-user system management operations on at least one type of system. Can solve most common problems experienced by clients.
• Ability to respond to customer needs in a timely, professional, helpful and courteous manner regardless of customer attitude
• Excellent human relation skills including the ability to develop and maintain constructive relationships with individuals in academic posts
• Proven business-appropriate oral and written communications skills
• Maintains confidentiality and demonstrates a sensitivity to diversity
• Ability and willingness to be trained quickly on new procedures

Nature and Scope

- **Contacts:** Internal: Present, discuss information and problems Information Systems Team Lead for collaboration in all aspects of systems work CEMC faculty for development of online resources (information, registration, etc.) for CEMC programs CEMC staff for web related work: posting updates, revisions to web site, etc.   External: Present, discuss information and problems MFCF, IST and other service providers as needed during the system lifecycle development, maintenance and improvement of all web based systems
- **Level of Responsibility:** content expert for non-technical users of the various CEMC information systems.
- **Decision-Making Authority:** Makes decisions on system development timelines to meet stated objectives and resolves event-specific decisions, subject to time constraints for system availability
- **Physical and Sensory Demands**: Minimal demands typical of an administrative position within an office environment
- **Working Environment:** Regular working hours; some flextime may be required to meet deadlines