



## External Staff Opportunities

### Assistant Application Developer and Data Analyst (09N)

#### Requisition ID 1000608

Employee Group: United Steelworkers (USW)

Faculty / Division: University of Toronto Scarborough

#### Description

Under the general direction of the Application Developer and Data Analyst the Assistant Application Developer and Data Analyst assists in the development of computer applications within the Office of the Registrar and provides a key role in the department for analyzing, reporting, manipulating and maintaining student data in the ROSI student information system. The incumbent will assist in designing, developing, implementing, testing, maintaining and enhancing web/desktop applications that streamline business processes and enhance departmental web presence. The incumbent is responsible for researching, extracting data, analyzing, drawing conclusions, updating and creating reports to support the decision making of the Registrar, two Associate Registrars, other departmental managers, and senior administration. Assists with designing, writing, testing and executing simple to complex SQL queries. He/she must exercise sound judgment, initiative, be an integral part of the Registrar's Office and be expected to become thoroughly familiar with University academic policies and procedures. The incumbent must become fully knowledgeable of all aspects of applicable rules, regulations and guidelines and be expected to become familiar with the operations of the office as a whole. He/she will assist, when required, with the functional areas of the office that require business process support; these include Calendar production, Student Records, Statistics, Convocation, Scheduling, Examinations, the Registrar's frontline operation, Admissions, Student Recruitment, Financial Aid and Awards, and other units. The incumbent must demonstrate competence in providing an excellent level of client service in respect to contacts with administrators, faculty, staff and students.

#### Qualifications (Minimum)

##### Education:

An undergraduate degree with a strong focus on computer application development and data analysis, or equivalent combination of education and experience.

##### Experience:

Must have at least two (2) years experience developing computer applications and providing data analysis. Demonstrated experience with all stages of the system development life cycle and developing database-driven applications. Related research, data analysis and business process applications experience. Must be proficient at writing summaries, interpretations and analysis. Preference will be given to applicants that have experience working in a university environment and familiarity with student information systems.

##### Skills:

Must possess a thorough understanding of Web-based client-server technologies in a LAMP environment and be fluent in PHP development techniques using a database backend. Experience developing Windows desktop applications using technologies such as VB.NET. Proficient in manipulating data and generating reports using MS Excel and Access, as well as developing complex SQL queries in a large-scale database.

##### Other:

Must have excellent verbal and written communication and interpersonal skills, excellent conceptual and statistical skills and the ability to think logically and analytically. Must possess motivation in developing projects through to completion and strong organizational, time management and problem solving skills. Must be flexible, have initiative and be creative. Must have the ability to work well under pressure while managing competing priorities and impeccable attention to details and deadlines. Must possess the ability to exercise tact and discretion in liaison with internal and external clients and the ability to recognize and maintain confidentiality of sensitive information. Must have patience, common sense and strong customer service skills.

Job Field Student Academic Experience

Campus Scarborough

Department UTSC: Office of the Registrar

Schedule Full-time

Appointment Type :Budget - Term

Pay Scale Group and Hiring Rate: 09N - - \$53,838 with an annual step progression to a maximum of \$68,796 - Pay Rates effective July 1, 2010.

Notes: This is a one year term position. The deadline to receive applications is August 16, 2010.

Posting Date 30/Jul/10

Closing Date Closing Date: 16/Aug/10

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