

COMPUTER PROGRAMMER OFFICE OF RESIDENCE LIFE

Title: *Computer Programmer*

Location: *Office of Residence Life, Schwartz Hall Room 105*

Pay Rate/Class: *\$19.00/hour*



Student Affair Employment Program

This program empowers students to reach their full, personal potential in preparation for the workforce by developing practical and professional skills.

Student Learning Outcomes for this Position Include:

- Ability to finish tasks and assignments on time
- Understand and learn new computer skills necessary to perform duties
- Demonstrate effective problem solving and analytical skills
- Respond in a timely manner to customers and supervisor requests
- Make decision based on ethical standards
- Demonstrate reliability and punctuality in a professional workplace
- Follow established policies, processes and procedures
- Written and verbal communication is professional and appropriate for the audience

Qualifications:

- Full-time matriculated SCSU student
- Undergraduate students must have a minimum 2.3 at the time of application and for the duration of employment. Graduate students must have and maintain a minimum 3.0 GPA at the time of application and for the duration of employment.
- Computer Programmers are required to work a minimum of 10 hours per week (Monday-Friday between 8:30 am and 4:30 pm). A schedule will be determined by the employee supervisor. Student employees may work a maximum of 20 hours per week on campus.
- All candidates must successfully pass a background check as a condition of employment.
- Offers are made for the academic year and all computer programmers are required to participate in an employment review

Preferred Skills:

- Knowledge of current Internet standards including web browsers and browser specifications
- Ability to program using PHP, HTML, XHTML, CSS, and JavaScript.
- Familiarity with MVC (Model View Controller) frameworks, especially CodeIgniter
- Familiarity with database programs such as: MySQL, MsSQL, and PHPMyAdmin
- Experience managing website content using tools like WinSCP, Putty, and Drupal
- Ability to learn new Internet and authoring technologies relevant for website development
- Strong background in one or more operating systems [Windows, Mac, or UNIX (Linux)] and familiarity with

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others

- Understanding of dynamic or active web content and the use of SQL
- Working knowledge of networking technologies including security and encryption on the Internet and basic networking concepts.
- Effective verbal and written communication skills and the ability to interact professionally with a diverse group of users and support staff

Position Description:

Computer Programmers report directly to the Associate Director for Housing Operations. Computer programmers are responsible for programming, updating, and maintaining the "hall sign-in system" used for guest access control in the residence halls, maintaining department website(s), applications, and databases.

Job Duties:

- Complete mandatory training in August and January
- Ensure that all website links and information are up-to-date
- Update the guest sign-in system
- Monitor and update computer systems
- Create and edit forms to be uploaded on various servers and/or website

How to Apply:

Applications should be submitted electronically using the MyHousing Portal. Questions or concerns should be forwarded to the Office of Residence Life:

Schwartz Hall, Room 105 / 320 Fitch Street
New Haven, CT 06515
P: (203) 392-5870 / F: (203) 392-5867