



Posting Date: 1/11/2012  
Closing Date: 1/31/2012

# Northwest-Shoals Community College

## *Administrative Systems Analyst/Programmer*

Position Announcement

**STARTING DATE:**           **Approximately - March 1, 2012**

**QUALIFICATIONS:**

- ♦ Bachelor's Degree in MIS or related discipline is required
- ♦ Five (5) years of work experience with RPG, Windows Operating Systems and Netdata required
- ♦ Experience in Alliant Data Systems Administrative Software preferred
- ♦ Knowledge of Administrative Systems supporting softwares preferred. (RealVision Imaging Systems, Netdata, MyLabs Plus, Electronic Transcripts, Federal and State Reporting, ID Systems, EdExpress, NACHA File Layouts and requirements, etc.)

**ESSENTIAL FUNCTIONS:**

- ♦ Administer the Institutional Administrative Software
  - Day to day operations
  - Schedule and install updates and upgrades
  - Train users
  - Oversee software access
- ♦ Serve as liaison between the Administrative Software company and the institution
- ♦ Manage requirements and data validity of required state and federal reporting
- ♦ Support NACHA and wire transfer file validity
- ♦ Authenticate and upload bookstore transaction files.
- ♦ Program modules for the document imaging system and train users
- ♦ Train AS400 users in the use of RVI, Client Access, etc.
- ♦ Plan and design, write, debug and implement programs related to the administrative software
- ♦ Assist with RPG 400 programming, CL programming and Database Management
- ♦ AS400 data conversion

**SALARY:**                   Appropriate placement on State Salary Schedule C-3-2 (\$45,746- \$69,345)

**APPLICATION PROCEDURES:**   **A complete application packet consists of the following:**

- *a completed Northwest-Shoals Community College application form (2008),*
  - *a current resume,*
  - *postsecondary transcripts (unofficial or official) or certification and*
  - *verification of prior work experience (letters from previous/present employers).*
- Work experience verification in **writing, signed, and on letterhead** stating beginning and ending dates of employment and position title from other employers confirming the required level of experience as stated in the "Qualifications" section.*
- *Five (5) years of work experience with RPG, Windows Operating Systems and Netdata required*

### **Submit application packet to:**

Northwest-Shoals Community College  
Human Resources  
P.O. Box 2545 (800 George Wallace Blvd)  
Muscle Shoals, AL 35662  
Telephone: (256) 331-5229 ● Fax: (256) 331-5459 ● Email: [hr@nwsc.edu](mailto:hr@nwsc.edu)

**CLOSING DATE:**

**Applications should be received by no later than 4:00 p.m., Tuesday, January 31, 2012**

**Incomplete application packets and/or applications received after the deadline date will eliminate the possibility of an interview. The submission of all required application materials (an application packet) by the deadline date is the responsibility of the applicant.**

*Transcripts and letters of verification of prior work experience must be received by the deadline date!*

*Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. If an applicant has a disability and requires accommodations, please notify the Office of Human Resources at (256) 331-5233.*

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*Northwest-Shoals Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. Northwest-Shoals Community College will make reasonable accommodations for qualified disabled applicants or employees. Northwest-Shoals Community College reserves the right to withdraw this job announcement at any time prior to awarding.*

***In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.***