



## UNIVERSITY HOUSING

### Human Resources

8 Burge Hall  
Iowa City, Iowa 52242-1214  
319-335-3000 Fax 319-335-2979  
<http://housing.uiowa.edu>

## UNIVERSITY HOUSING JOB DESCRIPTION

**Title:** Application Developer

**University Classification:** Applications Development  
& Support – Level II

**Classification Code:** PC83-09

### BASIC FUNCTION AND RESPONSIBILITY

Responsible for the analysis, design, implementation, documentation, training, and ongoing support of departmental software applications, including replacements to existing applications, as well as new applications. These applications may include custom designed and developed applications, or installed commercial applications.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Develops an understanding of existing departmental processes and software applications.
- Consults with users to gain an understanding of desired functionality to define system requirements.
- Makes recommendations for additional system enhancements, modifications, and functionality.
- Analyzes current and new programming languages, hardware and software, to identify possible system applications.
- Writes new and/or modify existing program code and/or job control languages.
- Documents program code, job processes and program modifications.
- Documents system procedures and guidelines for users.
- Develops training manuals and programs, and provides training to users.
- Responds to applications system problems and makes necessary corrections and/or modifications to resolve problems.
- Creates smaller ad-hoc software solutions/support as requested.
- Assists with support of current departmental software applications
- Assists with troubleshooting of departmental hardware/software problems
- Demonstrates respect for all members of the University community in the course of performing one's duties and in response to administrators, supervisors, coworkers, and customers; constructively brings forward workplace concerns to coworkers and/or supervisor.
- Welcomes the richness of talent from a diverse workforce and recognizes that diversity brings stimulation, challenge, and energy that contribute to a productive and effective workplace.
- Represents the interests of the University and of unit leadership in the use of resources to meet service and productivity demands within unit goals and budgets; strives to promote continual process and quality improvement.
- Seeks opportunities to enhance one's own knowledge, skills, and abilities as they relate to one's current position and/or to prepare for potential future roles and overall career development.

### SUPERVISION RECEIVED

Direction is received from the Assistant Director-University Housing for Business & Technology, or designee.

**BASIC QUALIFICATIONS**

- A Bachelor's degree in Computer Science, Management Information Systems, or an appropriate related discipline is necessary. An equivalent combination of education and related experience may also serve to meet these minimum requirements.
- Three to five years full-time experience in applications development or a related field.
- Conceptual knowledge of databases and systems used by the department.
- Excellent communication (written and verbal) skills, including the ability to present technical concepts to non-technical staff
- Demonstrated ability to write functional and technical specifications for complex integrated systems.
- Strong interpersonal, analytical and organizational skills.
- Strong customer service/customer relations skills.
- Competency in one or more web application development tools, operating systems, and programming languages that may be used to meet the needs of the department.

**DESIRABLE QUALIFICATIONS**

- A Master's degree in Computer Science, Management Information Systems or an appropriate related discipline.
- Experience in developing large and complex software applications, specifically web-based applications.
- Experience working with housing, food service, financial, or other college/university systems.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.