



TEXAS TECH UNIVERSITY

Division of Institutional Diversity,  
Equity & Community Engagement™

**POSITION ANNOUNCEMENT SUMMARY**

**Programmer/Analyst I**

**Division of Institutional Diversity, Equity & Community Engagement  
Texas Tech University  
Lubbock, Texas**

**POSITION DESCRIPTION:** Performs responsible work in the preparation, testing, implementation, and evaluation of programs for use on electronic computers. Duties consist of writing, analyzing and maintaining documents, and consulting with computer users in the area of data retrieval, statistical analysis, error message interpretation and analysis, job control language and program sets, converting and modifying programs to be compatible with current operating system and user requirements. Work is performed under general supervision with evaluation of job performance based upon accuracy and timely completion of assigned work.

**MAJOR/ESSENTIAL FUNCTIONS:**

- responsible for web development, design, implementation, and management of web systems within the Divisions of Institutional Diversity, Equity & Community Engagement and Undergraduate Education
- key facilitator of the content and development of departmental website IT needs, including The Registry national faculty database
- provide technical support and maintenance for supported websites
- assist with content management deployment and departmental communications
- primary point of contact for the departmental websites, train department staff to utilize and understand basic website content management and technical support
- provide excellent customer service to the divisions
- maintain a cutting edge, comprehensive knowledge of current web technologies
- responsible for other divisional and departmental projects as assigned, i.e., The Registry

**OCCASIONAL DUTIES:** Supervise one part-time graduate assistant

**QUALIFICATIONS:** Bachelor's degree with course work in computer science or other job-related area; OR a combination of education and/or full-time paid related experience to equal four (4) years

This is a Security Sensitive Level II Position: Applicants for this position will be subject to a police records check and may be required to be fingerprinted. Applicants will be subject to drug and alcohol testing after a conditional offer of employment has been extended but before employment can be confirmed. The offer of employment is contingent upon the candidate passing the drug and alcohol test. Employees in Level II positions are subject to post-accident drug and alcohol testing.



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**PREFERRED QUALIFICATIONS:**

- excellent knowledge of microcomputer use, including most commonly used software and utilities for Windows systems
- prior experience in web development
- knowledge and experience programming
- strong software development and technical skills
- working knowledge of laws and policies related to computer use
- strong ability to train others, and establish and maintain effective working relationships
- ability to follow and implement general and specific instructions
- ability to establish a plan of action, prioritize and execute assigned tasks effectively
- experience working with educational teams

**APPLICATION:** This position announcement is only a summary and overview. For more information and to submit an application, please go to <https://jobs.texastech.edu>. Applications should include University application, cover letter, resume/C.V., and current letter(s) of recommendation. Review of applicants to begin immediately and will continue until position is filled. Questions regarding the position can be directed to Paul Ruiz, Asst. Director, DIDECE, at (806) 742-7025.

**Texas Tech University is an Affirmative Action/Equal Opportunity Employer and actively encourages applications from women and persons of color.**