

Position Vacancy Announcement

TECHNOLOGY PROJECT SPECIALIST

College of Education and Human Development

Position Summary

The Technology Project Specialist is the key role in designing, implementing, promoting, and maintaining all aspects of the EGADS application of the College of Education and Human Development (EDHD) as well as providing direction for the design, implementation, promotion and maintenance of other innovative technology based solutions, many of which are required for compliance with state and national organizations. This position is required to write both functional and technical specification as well as code, test conversions, interfaces and or reports using specified programming languages (such as SQL, JavaScript, and PHP).

Essential Duties, Tasks and Responsibilities

- Develop and write functional and technical specifications, program code and unit test conversations and support of reports, interfaces, conversions and enhancements. This involves the followings:
 - Functional specifications include writing a narrative description that an end user could understand such as conversation of data from CVS to SQL or that involves interfaces inbound or outbound.
 - Technical Specifications includes writing on what tables or fields are going to be used and how they will be used in the conversion process (converting data from CSV to SQL), the interface processes (inbound and outbound) to and from CSV to and from SQL and for reports.
 - After writing specifications this position will need to code the programs to BGSU standards. Such programs include:
 - Online forms for administration, faculty and staff
 - Online surveys for administration, faculty, staff and graduate students
 - Electronic exhibits and documentation
 - Data upload utilities
 - Data aggregation tools
 - Student information management tools
 - Professional development tools
 - Write unit test plan.
 - Execute the test to check for errors and aborts.
 - Document the outcome of the test again until no errors or aborts occur.
 - Research and troubleshoot various EDHD application problems. This includes indentifying problems with interfaces, conversions and reports. Must analyze the problem, research valid solutions and then test.
 - Maintain and develop the EDHD website, ensuring compliance with the various state and federal agencies. For example, maintenance of the data required for the Ohio Department of Education's Teacher Education Report Card.
 - Provide direction in planning technology initiatives:
 - Determine appropriate technologies
 - Design plans for technology implementation
 - Provide technical consultation for college and university committees and organizations

This list of essential duties, tasks and responsibilities is not all-inclusive; individual will perform other related duties as assigned.

Knowledge, Skills and Abilities

- PHP required – Computer programming and analytical techniques
- Effectively handle multi-task projects and assignments
- Meet tight deadlines
- Analyze and problem-solve
- Learn new skills and abilities
- Follow standards and procedures of the office including testing documentation, logging in issues and reporting of issues, etc.
- Effective verbal and written communication skills
- Teacher education experience a plus
- Mac OS X Server (preferred)
- JavaScript (preferred)
- Evidence of self learning new languages

Minimum Qualifications

Associate's Degree required (Bachelor's Degree preferred). Also required one to two years experience relating to MySQL and PHP; experience writing functional and technical specifications; testing, documenting and revising functional and technical specifications; and gaining technical knowledge for coding in PHP.

Salary

Full-time administrative staff position available. Administrative grade level 13. Salary is commensurate with education and experience. Full benefit package available including tuition fee waiver.

To Apply

Submit cover letter w/email address, resume, and contact information for three professional references by Friday, October 2, 2009 to:

Office of Human Resources (Search J-61433)
100 College Park Office Building
Bowling Green State University
Bowling Green, OH 43403-0201

(Official transcript(s) and letters of recommendation will be required of final candidates.)

Ohio law (OCR 2909.34) requires that if you are selected for an on-campus interview for the position you will be required to complete a Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization (DMA) form. Information on this form will be provided to you by the hiring department and must be completed PRIOR to your interview. You will find a link to the DMA form as well as additional information from the following web site: <http://www.homelandsecurity.ohio.gov/dma.asp> or on the Office of Human Resources web site at: <http://www.bgsu.edu/offices/ohr>

Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer.

We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities.

BGSU hires only individuals authorized to work in the United States.

For information regarding BGSU's crime statistics, please visit Public Safety's website at www.bgsu.edu/offices/safety.