

# WESTMONT COLLEGE

## Cloud Applications Administrator and Developer IT – College Software

**Position Summary:** Administers and manages web services environments and enterprise software systems. Develops dynamic cloud applications and web services using a variety of languages, development platforms, and databases. Works with clients to discuss and document technical requirements and test plans as required.

**Qualifications:** Requirements include: personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations; ability to administer cloud-based environments; demonstrated ability to work well with others in a team setting, and to multi-task; demonstrated proficiency in verbal and written communication, web user interface design, system configuration, web programming skills, software requirements, development and debugging, cloud object-oriented design (OOD):

- 1-3 years' admin experience with cloud-based CRM environments, change management processes, database schemas and design within cloud-based CRM environments
- Some software engineering skills with Force.com (Salesforce Lightning Component Framework, Apex, Visualforce, Salesforce CRM, Unit Testing) desirable
- Some software language skills with Java, Javascript, PHP, Eclipse, WebObject, HTML, CSS, XML desirable
- Some software programming skills with legacy systems utilizing UniBasic, Envision and Colleague Studio, .NET and SQL scripting
- Basic knowledge of relational databases (SOQL, SQL, MySQL), data modeling, ETL tools, code versioning tools (GitHub, BitBucket), and project management tools required

Other requirements include: desire to learn and work with Ellucian Colleague/other ERP, WebAdvisor, and web API technologies.

Interest in working with the latest tools, technologies, and methodologies (Salesforce Einstein, Salesforce Marketing Cloud, Force.com Platform, Drupal, RESTful and SOAP APIs, Hadoop); with PaaS technologies (AWS, Azure, Google); and with mobile technologies (Swift, iOS, Google, Android) required.

### **Responsibilities**

- Administers and maintains critical CRM, ERP, and business systems to provide enterprise level application support services.
- Completes application development projects by executing requirements, schedules, and activities; communicating with clients; and solving development and

production problems.

- Supports clients by providing reviews of application's features updating applications as needed, and troubleshooting.
- Manages and applies updates to critical CRM and ERP systems to ensure uptime, recovery, and compliance to service level expectations.
- Maintains and updates the College's inventory of custom code, script, and database stored procedure assets.
- Leads forms development, deployment, and management for others such as Events, Giving, HR, General registrations, and information gathering.
- Provides technical knowledge as needed and performs independent research to understand and master emerging technologies in the industry.
- Updates job knowledge by researching new web development technologies and software products; participating in educational opportunities; reading professional publications; maintaining professional networks; and participating in professional organizations.
- Envisions and encourages clients to partner with IT to develop new and creative applications.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds. Westmont expects employees to avail themselves wherever necessary, demonstrating flexibility and openness to new requests and responsibilities in order to foster an environment of collaboration.
- Other duties as assigned.

**Reports to:** Director of College Software

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