Division of Student Affairs
Student Affairs Web Programmer
Job Description – Updated October 30, 2008

Overview:

As an integral part of The University of Montana, the mission of Student Affairs is to facilitate student learning by providing high quality programs, services and developmental opportunities, while fostering an inclusive campus community in support of the educational mission of The University of Montana. Furthering the mission of the Division of Student Affairs, the Student Affairs Web Programming position will provide web-related technological support and training for all of the departments within the Division of Student Affairs.

Position Objectives:

1. Support the goals of the DirectConnect Office as well as those of the Residence Life Office, the Division of Student Affairs and The University of Montana.
2. Develop, document, maintain and troubleshoot a Content Management System and other web-based applications for the Division of Student Affairs.
3. Serve as a trainer/consultant to departmental staff in the Division of Student Affairs with a variety of web software and technology issues.

Specific Duties:

1. Be involved as an active member of SA Programmers group and the DirectConnect staff.
2. Develop web-based applications for SA department needs.
3. Train and support Student Affairs departments in the use of Content Management Systems and any other SA developed or maintained applications.
4. Utilize campus web resources to solve problems, answer questions and refer problems to appropriate individuals if the programmer cannot achieve a solution.
5. Attend weekly staff meetings, in-service training and other meetings as deemed necessary.
6. Provide work/duty logs to the SA programmer’s supervisor on a daily basis.
7. Accurately update timecard daily.
8. Other related duties as necessary.

Desired Skills:

1. Knowledge of various server-side web programming languages (PHP preferred)
2. Understanding of client-side languages (such as JavaScript and HTML)
3. Effective oral and written communication
4. Ability to troubleshoot web applications
5. Ability to work independently and in a team environment

Term of Position:

The term of position runs during the academic year from the date of hire until the closing day of residence halls for Spring Semester. The Student Affairs Web and Database Administrator or the Manager of Student Affairs IT must authorize any absence from campus longer than three (3) days while school is in session. Positions will be renewed on a yearly basis depending on program objectives and individual performance. SA Web Programmers will receive information regarding re-hiring for the subsequent academic year before the end of spring semester.

Stipend / Compensation:

Each SA Programmer shall work on average 24 hours per week and shall be compensated with an award to cover a residence hall room in the assigned building and a campus meal plan. The total amount of compensation will be reflected as a schedule.
bill credit. Applicants must contact the Financial Aid Office to determine the impact on their financial aid. DirectConnect data access and voicemail (if in a dormitory) will be provided free of charge to the SA Web Programmer.

Hiring and Conditions of Employment:

Related experience, ability to perform the tasks contained within this job description, and availability are taken into consideration when hiring. As a condition of employment, the SA web programmer must be enrolled as a full time student, and limit his/her course work to a maximum of 18 credit hours (12 credit hours for graduate students) and maintain at least a semester and cumulative grade point average of 2.25. The SA web programmer must complete at least 12 semester undergraduate or 9 graduate credits each semester. Staff members who do not perform according to the standards outlined in this document may be terminated.

The SA web programmer may not secure or retain other assistantships or part-time employment without consent of the Student Affairs Web/database Administrator. Total hours worked may not exceed 39 hours per week.

Training Received:

The web programmer will be given opportunities to receive training as requested/needed to maintain a foundational knowledge base as required to work productively in the position. Training may come from the SA Web/Database Administrator, fellow programmers, or formal in-service sessions.

Attitude and Commitment:

It is expected that individuals in this position will:
1. Cooperate with other SA programmers, DirectConnect staff, and University staff in the Division of Student Affairs in decision-making and problem resolution.
2. Demonstrate initiative, dependability, and responsibility.
3. Be aware that you are a representative of the University both within and outside of the campus.
4. In addition to formal training options, continue to self-educate on new technologies, software, etc.
5. Project a positive, courteous, and helpful attitude toward students, visitors, and staff. A pleasant and professional attitude should be evident while assisting departmental staff with problems.
6. Be patient. A question that a user or departmental staff asks that an SA Programmer may feel is obvious or “stupid” is important to the person asking it. Be professional!
7. At no time should you provide assistance while under the influence of alcohol or other substances. Doing so will result in automatic termination of the position.
8. As a staff member, a SA Programmer must be a positive role model. Behavioral issues or failure to abide by the Student Conduct Code will result in review and possible termination.
9. The only acceptable reasons for missing scheduled meetings and/or appointments are illness or other acceptable emergencies. Please contact the SA Web/Database Administrator or the Manager of Student Affairs IT if you have an appropriate reason.