

Job Requisition:

JR101983 Programmer/Systems Analyst (Open)

Job Posting Title:

Programmer/Systems Analyst

Department:

CC00226 WM001 | PROV | Registrars Office

Job Family:

Staff - Networking

Worker Sub-Type:

Regular (benefited)

Job Requisition Primary Location:

Blow Memorial Hall

Primary Job Posting Location:

Posting Location - William & Mary

Job Description Summary:

The Programmer/Systems Analyst supports day-to-day management and execution for multiple University Registrar (UREG) applications and supports University Registrar engagement in university-wide systems. Reporting to the Senior Assistant Registrar, the Programmer/Systems Analyst will interpret, analyze, develop, and recommend policies and processes related to registrar functions within the Enterprise Resource Planning (ERP) and associated data systems. This individual will participate in development, testing, and implementation of applications and will collaborate closely with Information Technology to test and update existing systems. The incumbent will be responsible for ensuring data integrity, facilitating ad hoc and scheduled reporting, and managing data flow and related processes.

Knowledge of fundamental concepts, practices, procedures, and existing policies and guidelines in a specialized area of information technology. Tasks range from having some variation and difficulty to having moderate variation and difficulty. Basic ability to apply specialized concepts, practices, procedures, and policies to meet customer needs and requirements. Work may require contact with users, managers, and more senior IT staff.

Job Description:**Required Qualifications:**

- Bachelor's degree in information technology or related field or equivalent combination of education, training, and experience.
- Demonstrated experience in programming with C++ (or other common programming languages), JavaScript, SQL, PLSQL, and other tools.
- Several years of experience with one or more of the following: Banner, Workday, DegreeWorks, and/or CourseLeaf.
- Several years of experience in higher education, including knowledge of enrollment, registration, and recordkeeping policies and procedures.
- Demonstrated experience analyzing and resolving problems through technical or human interactive means.
- Demonstrated experience in business process analysis, including analyzing and improving systems to facilitate efficiency and timeliness in a high volume, highly technical environment.
- Proficiency with information systems, including building and maintaining tables and understanding the system environment and structure.
- Demonstrated ability to collaborate effectively with various university constituents and work effectively with people at all levels.
- Verbal and written communication skills and the ability to manage the expectations and needs of the identified customer base.

Preferred Qualifications:

- Experience with Workday Student.
- Working knowledge of object-oriented databases and programming.
- Conditions of Employment
- Occasional evening and weekend work engaging in projects and participating in orientation, graduation, etc.
- This position may require additional hours beyond the typical work week, to include occasional overnight and weekend work as needed to meet the business needs of the operation

- **Information Security:** This position requires administrative access to the university's information systems and/or sensitive College data. The incumbent is expected to be aware of and adhere to the Information Security policies of the university as well as all applicable federal, state, and local laws. Additionally, the incumbent is expected to follow information security best practices applicable to their job area and to pursue information security training and awareness opportunities when possible.

60% Technical Systems:

- Support technical set-up in Banner and other systems for University Registrar's Office areas of responsibility (system tables, enrollment and registration rules, term and parts-of-term dates, time tickets, academic standing rules, validation tables, etc.).
- Collaborate with Information Technology to develop enhancements and execute updates to Banner and affiliated systems, as appropriate to support University Registrar needs. This includes participation in IT-required training and consulting with IT as needed.
- Support data oversight for internal and third-party systems (Banner, NSC, and external reporting agencies). This includes data integrity via continual and complex reporting structures and systems.
- Develop and execute queries to fulfill ad-hoc data requests and to support the auditing of processes and data integrity.
- Facilitate implementations for all UREG systems initiatives, including university-wide ERP implementation.
- Analyze systems data to support ongoing university operation. This includes but is not limited to reviewing student trends, understanding registration patterns and anomalies, and addressing internal systems questions.

40% Functional Systems:

- Perform process review and analysis, including evaluating internal procedures, forms, and documentation with goal of streamlining processes for increased efficiency.
- Research and recommend system updates and new system functionality to facilitate addressing the results of process review and analysis.

- Serve as a point of contact within the Office of the University Registrar for student information systems and collaborate with other departments as needed.

Posting Range: Up to \$75,000, commensurate with experience. For full consideration, apply by the review date of August 24, 2026. Position is open until filled. A cover letter and resume are required.

We will not sponsor work Visas for these positions.

Conditions of Employment:

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Additional Job Description:

Job Profile:

JP0562 - Network Engineer - Exempt - Salary - S12

Qualifications:

Compensation Grade:

S12

Recruiting Start Date:

2026-08-03

Position Restrictions:

Continuing E&G funded position and not term-limited

EEO is the Law. Applicants can learn more about William & Mary's status as an equal opportunity employer by viewing the "Know Your Rights" poster published by the U.S. Equal Employment Opportunity Commission. <https://www.eeoc.gov/know-your-rights-workplace-discrimination-illegal>

Background Check: William & Mary is committed to providing a safe campus community. W&M conducts background investigations for applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial (credit) report or driving history check.

Probationary Period Notice: Individuals selected for full-time staff positions will be required to complete a twelve (12) month probationary period in accordance with university policy.

Remote Work Disclaimer: Remote work eligibility is not guaranteed and is subject to approval. Employee eligibility depends on the likelihood of the employee succeeding in a remote work arrangement and the supervisor's ability to manage remote workers. Departments and/or Human Resources may amend, alter, change, delete, or modify eligibility.