



UNIVERSITY OF ARKANSAS
PULASKI TECHNICAL COLLEGE

Employment Opportunities

Job Vacancy Announcement

Software Support Analyst

UA - Pulaski Technical College, Arkansas's largest two-year college, is accepting applications for a Software Support Analyst. The Software Support Analyst is responsible for developing and implementing applications, programs/systems, writing maintenance and enhancement programs, and providing technical assistance to staff. This position will work closely with the administrative business units of the college to develop and maintain appropriate programs for ongoing staff efficiencies, staff development, and student success.

GENERAL RESPONSIBILITIES:

- Designs system by developing general design and system flow charts, formatting screens and reports, establishing data base requirements and file structures, and writing detailed program specifications.
- Codes, tests, debugs, and documents programs, and implements programs/systems.
- Participates in evaluating use requests to determine project feasibility and impact on current systems.
- Writes test scripts, test files, and runs programs to determine if use needs are met.
- Writes documentation and runs books to assure consistent system usage.
- Provides technical assistance and/or training to college stake holders, other departmental personnel, and users concerning system usage and development.
- Researches problems and corrects system errors.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a Bachelor's degree in computer science, mathematics, or a related field; plus, two years of experience in programming and/or system analysis, OR completion of technical training in software, data processing, or a related field acquired from a vocational, military, or industrial setting plus four years of experience in software support including one year in a leadership capacity,

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REQUIREMENT:

Background check is required.

APPLICATION PROCEDURES:

Interested candidates should submit a UA - Pulaski Technical College employment application, resume and unofficial college transcripts to: UA - Pulaski Technical College, Office of Human Resources, 3000 West Scenic Drive, North Little Rock, Arkansas 72118.