

University of Virginia Job Summary

Job Code:	Job Title:	ERP Engineer
UVA Survey Code:	UVA Survey Code Title:	
Pay Band:	Career Path:	Software Engineering & Development
FLSA Status:	Management or Individual Contributor:	Individual Contributor

Position Summary: Describe below the primary purpose and function of this job.

Perform a variety of programming assignments requiring knowledge of established programming procedures and data processing requirements, primarily in ERP client/server enterprise applications. Maintain and modify programs. Make approved changes by amending flow charts, developing processing logic, and coding changes. Test and document modifications and write operational instructions.

Key Roles & Responsibilities: List up to 6 key roles and responsibilities of this job.

1. Perform moderately complex programming assignments requiring knowledge of established programming procedures and data processing requirements, primarily in ERP client/server enterprise applications.
2. Write code from specifications conforming to established methodology and standards. Conduct unit tests of either new or modified applications. Participate in code reviews to represent reviewed work for adherence to standards and specifications.
3. Maintain and modify moderately complex programs; make approved changes by amending flow charts, developing detailed programming logic, and coding changes.
4. Test and develop moderately complex modifications and write operational instructions.
5. Write or revise program documentation, operations documentation and user guides in accordance with standards.
6. Analyze performance of programs and take action to correct deficiencies based on consultation with users.
7. Confer with users to gain understanding of needed changes or modifications of existing programs.

Expertise: Describe the requirement for knowledge and expertise about the subject area as well as how various parts of the University work together to achieve objectives. Explain the degree of understanding required of the industry and university environment.

Incumbent is required to have an in-depth understanding of his/her discipline including all required certifications as well as an in-depth understanding of the business environment of a large university system. Incumbent must demonstrate an understanding of the University system, its policies, and its operating procedures. Incumbent is expected to maintain currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.

Incumbent should have thorough knowledge of established programming procedures and programming language; computer flow charts and of programming logic and codes; current technological developments/trends in area of expertise; and customer service standards and procedures. Incumbents must have ability to identify computer problems and coordinate hardware and/or software solutions; implement and troubleshoot programming changes and modifications; write technical instructions in the use of moderately complex programs and/or program modifications; communicate with and interpret the operational requirements of end-users; investigate and analyze information and draw conclusions; and process computer data and format and generate reports.

Problem Solving: Describe the nature and complexity of the problems this position encounters on a recurring basis. Include information regarding the level of innovation required, if any, and include mention of environmental factors that may add to the complexity of resolving issues.

Incumbent will address complex problems and will use experience and judgment in selecting among authorized procedures. Incumbent seeks assistance when significant deviations are proposed, or when unprecedented problems arise. Incumbent assists senior staff in developing approaches to problem-solving and anticipating issues.

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Nature & Area of Impact: To what degree does this job affect the University (i.e., through interactions with faculty or students, making decisions, defining or setting strategy, etc.)? What is the breadth of the impact that this job has, either positive or negative (i.e., affects own team, department, function, business unit, entire university, etc.)?

Impact is felt within the team/department for which the incumbent works and may be felt within multiple, coordinating departments. Work quality, decision-making and long-term project management can affect the productivity of students, faculty and/or staff. Impact of errors can be substantial and/or university-wide.

Interactions / Interpersonal Skills: Describe the nature and level of interactions this job has with others, both internally and externally. Explain any specific interpersonal skills necessary to successfully perform this role (i.e., negotiation skills, represents business at external events or to governmental bodies, etc.).

Interactions are with fellow team members and coordinating team members, but the incumbent will also have interactions with assigned student, faculty, or staff clients. Incumbent works with external vendors or service providers. Incumbent should possess good verbal and written communication skills to convey technical guidance and information to users and to provide excellent customer service. Incumbent will train and provide guidance to more junior staff members.

Distinguishing Characteristics

The position typically requires in-depth technical skills as well as in-depth knowledge of the technical discipline, the University, and its business environment. Work is generally varied, with broad assignments and considerable latitude for unreviewed actions/decisions. Works under minimal supervision, and may train, assign tasks, and review the work of lower level employees. Typically assists lower level employees in solving problems.

Job Requirements And Qualifications: Indicate the minimum and preferred education and experience for this job and any licenses and certifications required.

Minimum Education:	Bachelor's degree or equivalent experience in Computer Science, MIS, Computer Engineering or related disciplines.	Preferred Education:	Bachelor's degree in Computer Science, MIS, Computer Engineering or related discipline.
Minimum Experience:	3 years in an Oracle Financials/Peoplesoft environment	Preferred Experience:	5 years in an Oracle Financials/Peoplesoft environment

Required Licenses/Certifications: