

University of Virginia Job Summary

Job Code:	Job Title:	Software Engineer I
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.

Produce and maintain department applications to accomplish business needs. Function as a software developer, assisting in development projects. Responsible for planning, analysis, design, engineering and development.

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

1. Conduct programming assignments requiring a basic knowledge of programming procedures and data processing requirements.
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 programs. Make changes by amending flow charts, developing processing logic, and coding changes. Test and document modifications and write operational instructions.
4. Write or revise program documentation, operations documentation and user guides in accordance with standards.
5. Analyze performance of programs and take action to correct deficiencies based on consultation with users.
6. 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 a basic understanding of his/her discipline including all required certifications as well as a basic understanding of the business environment of a large university system. Incumbent is expected to maintain currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.

Incumbent should have basic skills in software engineering and development and knowledgeable of multiple programming languages, technologies and application areas. Incumbent should have basic 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 basic technical instructions in the use of programs and/or program modifications; communicate with and interpret the operational requirements of end-users; investigate and analyze information and draw conclusions; process computer data and format and generate reports; and analyze business requirements and technical requests.

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 routine problems and will use judgment in selecting among authorized procedures. Incumbent seeks assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise.

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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 typically limited to the team/department for which the incumbent works. Daily work quality can affect the productivity of students, faculty and/or staff.

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 typically with fellow team members, but the incumbent may have interactions with assigned student, faculty, or staff clients. Incumbent should possess good verbal and written communication skills to convey technical guidance and information to users and to provide excellent customer service.

Distinguishing Characteristics

This is the entry-level job for the discipline.

- **Skills:** Level 1 incumbents are developing skills but possess a basic knowledge of the discipline from his/her education and/or training and a basic understanding of the University and its business environment.
- **Level of Work:** Level 1 work is generally routine in nature, with assignments provided at a task level, typically on a daily or short-term basis.
- **Supervision:** Level 1 incumbents work under immediate supervision, have minimal latitude for unreviewed actions/decisions. Level 1 incumbents have no supervisory responsibilities.
- **Interactions:** Level 1 incumbents typically have limited interactions with those outside his/her own team.
- **Focus:** Level 1 incumbents focus primarily on his/her own work quality and accuracy.

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:	Master's degree in Computer Science, MIS, Computer Engineering or related discipline.
Minimum Experience:	1-3 years	Preferred Experience:	3-5 years

Required Licenses/Certifications: