Analyst II

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Professional and Managerial Group

Analyst II

Department of Chemistry, College of Engineering and Physical Sciences

Hiring #: 2019-0087

Please read the Application Instructions [1] before applying

The Department of Chemistry is a central academic unit within the College of Engineering and Physical Sciences that features dynamic and growing teaching and research programs. We work with ~6,000 undergraduate and graduate students each year and provide a wide range of services to support their activities. Software and applications are an essential part of this support which touches every aspect of the Department’s core operations. Reporting to the Chair, the incumbent will manage our use of commercial software applications, support in-house custom applications, and develop new solutions to continue to support our teaching and research activities into the future. The successful applicant will work directly with colleagues and stakeholders to ensure success; specific responsibilities include:

- Providing continuing support for our teaching activities through the development and maintenance of software applications that have been developed in-house
- Evaluate and make recommendations on the selection of new systems and software applications
- Responsible for the implementation and maintenance of both commercial and custom applications
- Developing new solutions and custom applications for research laboratories based on engagement with the lab’s stakeholders (faculty and staff)
- Responsible for providing ongoing computer, network and IT support on a range of issues that may be encountered by the Department
- Responsible for maintaining web servers that host department services and websites
- Assisting the Department to maintain compliance with the Accessibility for Ontarians with Disabilities Act (AODA) on all Departmental and Individual web sites

Requirements for this position include:

- An undergraduate degree in computer science or a related field of education and 2 years of relevant work experience, or an equivalent combination of education and experience.
- Expertise with common programming environments (e.g., Java, Python, C and variants, BASIC, PHP, XML, HTML5, JavaScript)
- Experience with relational database design and implementation (e.g. MS SQL, Oracle)
- Strong interpersonal and communication skills (oral and written), and a demonstrated ability to work collaboratively in a complex environment with multiple objectives and a diverse group of stakeholders
- Excellent analytical and problem solving skills
- Highly developed time-management skills, and the ability to work autonomously
- Demonstrated leadership skills

The following skills and experiences will set a candidate apart:

- Familiarity with the principles of Physical Sciences, especially Chemistry and related fields
- Experience in a higher education institution
• Proven track record of success in developing and supporting software applications
• Familiarity with online learning management systems (e.g. Brightspace, CourseLink)
• Familiarity with less common programming environments (e.g., Delphi, LabVIEW, Arduino)
• Previous experience delivering accessible web solutions in accordance with AODA and the Web Content Accessibility Guidelines (WCAG) 2.0
• Familiarity with the Drupal web content management system

Position Number            255-078
Classification                P03*

Professional/Managerial Salary Bands [2]
*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2019 02 11
Closing Date: 2019 02 26

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