JOB DESCRIPTION

Computer Programmer I

**Definition of Class**
This is a non-supervisory, entry-level position in which the incumbent provides support for personal computer and terminal access to administrative data. Incumbent assists in the installation and support of operating systems software and associated products.

**Examples of Work Performed**
Installs software and hardware in personal computers for all administrative computing staff and the user community, including determining and following the proper procedure, resolving conflicts and dependencies, testing the installation and resolving any inadequacies in the installation.

Diagnoses administrative system hardware, software, and communication failures and resolves them by recognizing hardware and software failure, diagnosing and repairing the failing component. Tests repairs and prepares report concerning the status of repairs.

Assists in the installation of major operating systems software, monitors central server for optimum performance, assists in installation of centralized systems software, documents systems performance, and provides support to specified program products.

Provides programming support to the University by coding in a programming language, compiling, testing and documenting programs, and implementing programs.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Installs software and hardware in personal computers.
2. Diagnoses and resolves administrative system hardware, software, and communication failures.
3. Provides support for users on University computer systems.
4. Writes computer programs.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may
be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

**Vision:** Requirements of this job include close vision and color vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; and use hands to finger, handle or feel objects, tools or controls. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
Associate’s Degree from an accredited two-year college or university in Computer Science, Management Information Systems, Telecommunications or a related field.

AND

**Experience:**
One (1) year of experience related to the above described duties.

**Substitution Statement:**
Related education and related experience may be substituted on a basis set forth by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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