

Jr. Programmer Analyst

Department:	IT System Services	Competition #:	26-SS-03
Campus:	South - Windsor	Classification:	Support Staff
Posting Type:	Internal/External	Payband:	I
Status:	Appendix D – Term until October 2, 2026	Hourly Rate:	\$40.39 - \$46.64
Position Testing:	Yes	Hours Per Week:	40 hours Monday - Friday, 8:00am - 5:00pm
Clerical Testing:	No		
Start Date:	February 2, 2026	Closing Date:	January 19, 2026 at 4:30pm

St. Clair College is seeking an experienced and motivated professional who shares our commitment to quality and student success.

POSITION SUMMARY

The incumbent performs analysis, design, programming, testing, documentation, implementation and training for College wide computer application systems. The incumbent assumes the responsibility of developing and maintaining solutions for large, complex business applications by exercising the highest level of analytical, design and programming skills. The incumbent may also act as a Database Administrator to assigned databases and maintains and enhances existing Corporate and PC Systems. The incumbent is also responsible for Support for PeopleSoft, Raiser's Edge, Actuate (or other reporting software) and Blackboard or other mission critical software products. The incumbent is also the primary security administrator for Corporate Systems, including Actuate, Blackboard and PeopleSoft.

CORE DUTIES & RESPONSIBILITIES

- Independently, performs analysis activities including system proposals; user interviews; documentation; system procedures such as process, screen and report layouts; database design and code specifications. The incumbent is a key analyst or designer for large, complex systems, sub-systems and interfaces. **45%**
- Performs Security Administration duties as required. This may involve dealing with difficult situations as users may request more information than deemed appropriate by the various the User Departments responsible for the data incorporated within the Corporate Systems. (eg. Registrar, Finance Department). **20%**
- With minimal direction, the incumbent is required to resolve unusual situations that may occur with interrelated systems or programs by determining the nature of the problem, scope and priority. Develops, implements and documents the solution. **10%**
- Responsibility for Blackboard software may include but is not limited to the following: **10%**
 - Each term user accounts and course shells are created
 - Enrolment of students to individual Blackboard courses from files created from PeopleSoft
 - Support delivered to instructors daily, this support is more prominent during the first three weeks of a term
 - Archiving and removal of aged Blackboard courses and users
 - Support delivered to students when instructors are unable to provide support
- Provides the appropriate level of training, assistance, advice and guidance. During the implementation phase, this includes working with users to revise manual procedures as required to accommodate the new or revised automated system. **5%**
- Designs, develops, tests, debugs and documents complex code for development and maintenance projects within established deadlines **5%**
- As part of a project team, participates in the regular reviews of the team's activities. **3%**
- Other related duties as assigned **2%**

MINIMUM QUALIFICATIONS

EDUCATION

The ideal candidate must possess a minimum of a three (3) year diploma/degree and/or applicable education or experience. Possesses demonstrated knowledge of PeopleSoft Architecture, knowledge of Blackboard, proficient with SQR, SQL, PeopleTools, PeopleCode, Application Engine, Actuate SQL Server 2000 and Windows (all versions).

EXPERIENCE

The ideal candidate must possess a minimum of 5 years' experience in Information Systems, a majority of this time must involve analysis in a mainframe or multi-user / tasking environment, along with SQL, database design and maintenance, SQL, Actuate, Blackboard and Security Administration.

ANALYSIS & PROBLEM SOLVING

- Perform systems analysis activities, may work as a member of a team.
- Performing System Security Administration duties.
- Responsible for design, development and maintenance of College OCAS interface modules to the Corporate Student Administration System.
- Responsibility for Blackboard software
- Resolving unusual Systems problems

PLANNING/COORDINATING

- Planning for major addition / modification and patch application to large, complex information technology systems and/or sub-systems.
- Providing training, assistance, advice and guidance to College staff.
- Planning for the installation / set up of all patch applications, system upgrades / renewals, reconfiguration and integration.

In order to be considered, internal applicants must be in good standing as defined in the College's Recruitment & Selection Policy.

Please forward your resume quoting the competition # by online application at <https://www.stclaircollege.ca/careers/apply>. This link includes those who have worked for the College within 1 year of this posting. Resumes must be received prior to the closing date and time.

All active internal applicants MUST apply through the St. Clair College online application

system: <https://intranet.stclaircollege.ca/human-resources/job-application-form.html>. We do not use artificial intelligence (AI) to screen or assess applicants nor do we request or collect personal information beyond what is needed for the application process. Candidates can confirm the legitimacy of any job posting by checking the St. Clair College careers website.

Canadian work experience is not a requirement. Candidates with non-North American credentials must provide a [World Education Services \(WES\)](#) evaluation confirming the Canadian equivalency of the credentials. Candidates who have non-North American credentials who have not yet been assessed as indicated above are expected to make application to [WES](#). Offers of employment require a completed evaluation from [WES](#).

St. Clair College is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require an accommodation, please contact Human Resources.