

Title: Programmer Analyst

Work Location:

American Institute of Medical Sciences & Education
4500 New Brunswick Ave, Piscataway, NJ 08854

Job Duties:

- Design, analyze and develop programs for both existing and new applications.
- Examine existing systems/ technology, interface with internal staff and external vendors, and continually develop technical improvements.
- Assisting Sr. Technology Officer for achieving day to day goals with software-based solutions.
- Supporting school community members for School Information System (“STARS”).
- Assistance in existing School Information System (“InfoBase”) and gather school requirement from each department.
- Identify new software for upgrades and conversions using various environments.
- Export and organize data from multiple systems with relational database management (RDMS) tools such as Microsoft Access, advanced Excel spreadsheets, SQL queries to update, add, delete, various items in school databases, provide technical and practical assistance with student data and related systems.
- Run Query and collect required data elements from school’s information systems and deploy them as per combination of Institutional methodologies and reporting agencies to prepare detailed reports.
- Ongoing coordination between school and STARS team for any issues, changes in the system.
- Maintain and update data on school web portal, make necessary changes meeting with school administration needs.
- Create and assist with managing school website portal and LMS system
- Coordinating the installation of new software systems, train staff on how to use software and provide ongoing support. Preparing reports, writing proposals, updating project specifications and publishing updates.
- Assistance on developing various forms for accounting, budgeting, and title IV reporting systems.