

***E3 Alliance Position Description: Programmer Analyst  
Classification: Professional – Exempt  
Direct Supervisor: TBD***

**DESCRIPTION:** E3 Alliance is seeking an entry level Programmer Analyst to work on a variety of projects and systems in support of our non-profit mission. This new role will primarily support our Data Systems Manager and our Education Research Team and be responsible for both supporting existing systems and developing new programs and applications. The ideal candidate thrives in a fast-paced, low-bureaucracy, multi-tasking environment, is a self-motivated learner and has a passion for education and/or supporting a mission-driven organization.

**Primary Duties and Responsibilities:**

The Programmer Analyst will perform a wide range of duties including, but not limited to the following:

- Support existing and build new web applications and/or integrations
- Redesign UIs, implement new UIs with back-end development
- Design and build scalable framework for web applications
- Develop re-usable scripts and programs to extract data from public sources and maintain program library
- Update data slides and graphics in both automated and non-automated processes
- Maintain and provide minor updates to program applications in Django and/or similar programming languages
- Document programs, processes and procedures
- Other duties as assigned

**Minimum Qualifications:**

- Experience with Python and JavaScript is required. Django, MySQL, React, and D3 are preferred.
- Associate's degree in Computer Science or Computer Information Technology, or Bachelor's degree in any of the following: Computer Science, Engineering, Statistics, Math or Economics or equivalent training or course work experience
- High level understanding of software development process
- Excitement and eagerness to learn new technologies
- Flexible and willing to accept a change in priorities as necessary
- Strong attention to detail
- Drive and eagerness to learn
- Strong interpersonal and communication skills
- Strong problem solving and communication skills
- Able to work independently and take initiative, as well as work collaboratively with a team

**Work authorization:**

- United States (Required)

**Preferred Qualifications:**

- Professional experience manipulating large datasets using Python/Pandas or R
- Professional experience building, testing, and deploying SVG based data visualizations
- Experience working with education data, specifically large education datasets

**Also required to exhibit the following work skills:**

- Maintain an established work schedule
- Ability to multi-task in a small team environment and manage multiple projects and deadlines
- Exhibit attention to detail and ability to deliver high-quality, tested results
- Maintain the confidentiality of work-related information and materials, including interpretation of an adherence to federal FERPA and HIPPA requirements
- Ability to negotiate timelines and deliverables with internal and external partners
- Develop and maintain effective work relationships
- Meet requirements for deliverables and deadlines

**Compensation and Benefits**

The E3 Alliance is housed at founding partner Austin Community College (ACC), and through this partnership is supported by ACC payroll and human resource systems. Therefore, E3 Alliance staff has access to ACC compensation and benefits systems, including generous vacation and sick leave, insurance, and other benefits.

- Salary based on experience
- Health care and dental insurance, TRS retirement benefits, disability insurance, and other standard ACC benefits

**Performance Expectations and Review**

Performance reviews will be conducted annually. Areas of evaluation may include but will not be limited to:

- Success in carrying out duties as required by above job description
- Initiative in taking on new responsibilities
- Willingness to work as a strong team member
- Ability to accept guidance and supervision
- Compliance with E3 Alliance Policies and Procedures
- Alignment with E3 Alliance Core Values and “Best At’s”