Division of Human Resources
& Organizational Effectiveness

Texas A&M University RIS Software Engineer Generic Job Description

Classification Title: RIS Software Engineer

Job Family: Research Administration / Sponsored Programs

FLSA Exemption Status: Exempt

Pay Grade: 12

Job Description Summary:

The RIS Software Engineer, under general supervision, assists with developing and maintaining routine components for the Research Information System (RIS) with guidance and support from experienced team members. Assists in developing routine applications and relational databases for RIS to include design, writing, installing, documenting, and/or testing (full stack) based on user requirements and analysis using software engineering principles.

Required Education and Experience:

Bachelor's degree or equivalent combination of education and experience. No required experience.

Required Licenses and Certifications:

- None

Required Knowledge, Skills, and Abilities:

- Knowledge of programming, software development, database management, server administration, security standards, technical documentation, client needs assessments and applicable regulations.
- Skills in full stack development, troubleshooting and debugging, problem solving, communication, detail orientation and time management.
- Ability to collaborate, learn continuously and be adaptable.

Machines and Equipment:

- Standard office equipment: computer, keyboard, multifunctional printer, telephone, fax machine – 35 hours.

Physical Requirements:

- May be required to lift and/or move heavy objects (computer equipment) while in the performance of essential job duties.

Other Requirements and Factors:

- This position is security sensitive.
- This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
- Persons in this position are considered essential when the University declares an emergency, campus closure, class cancellations, etc., and are therefore required to report to work and remain on duty unless/until relieved by the direct supervisor.
- Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

Essential Duties and Tasks:

35%: Application Development and Maintenance Assistance
- Assists in developing routine research information system (RIS) applications and relational databases to include design, writing, installing, debugging, troubleshooting, documenting, and/or testing (full stack) based on user requirements and analysis.
- Assists in recommending solutions on the appropriate platforms (desktop application, web application) as required by projects.
- Assists with preparing RIS system and program documentation for clients and technical staff.
- Makes recommendations for improvement of programming tools and strategies as part of the development process.

20%: System Administration Assistance and Security Assurance
- Assists in efforts to set up, configure, and maintain RIS servers and client systems.
- Ensures all code meets RIS security standards.
- Maintains familiarity with version control and containerization.

15%: Research Client Support and Analysis Assistance

- Assists with the assessment of research client needs and development requirements.
- Performs routine analysis based on user requirements.

10%: Compliance and Professional Development

- Keeps current in professional growth.
- Keeps current on state/university rules and regulations with regards to technical responsibilities.
- Follows policies, procedures, and various standards.
- Keeps up to date with the policies and procedures of research administration.

20%: Remaining Percentage Can Be Determined By Department To Meet Business Needs or Can Be Incorporated Into Percentages Above

Is this role ORP Eligible? If so, it needs to meet the criteria on the [Rules and Regulations of the Texas Higher Education Coordinating Board](.).
☐ **Yes**
☒ **No**

Does this classification have the ability to work from an alternative work location?
☒ **Yes**
☐ **No**