



Texas A&M University RIS Lead Software Engineer Generic Job Description

Classification Title: RIS Lead Software Engineer

Job Family: Research Administration / Sponsored Programs

FLSA Exemption Status: Exempt

Pay Grade: 15

Job Description Summary:

The RIS Lead Software Engineer, under general direction, develops and maintains moderately complex to complex components for the Research Information System (RIS) and systems working in a team. Receives minimal guidance and supervision from senior-level peers, provides mentorship to junior-level peers. Develops moderately complex to complex RIS applications, and relational databases 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. Five years of software development experience.

Required Licenses and Certifications:

- None

Required Knowledge, Skills, and Abilities:

- Advanced knowledge of programming, software development, database management, server administration, security standards, technical documentation, client needs assessments and applicable regulations.
- Advanced skills in full stack development, troubleshooting and debugging, problem solving, communication, detail orientation and time management. Leadership and mentorship skills.
- 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%: Complex Component Development and System Maintenance

- Develops and maintains moderately complex to complex components for the Research Information System (RIS) and systems working in a team.
- Receives minimal guidance and supervision from senior-level peers, provides mentorship to junior-level peers.
- Develops moderately complex to complex RIS applications and relational databases to include design, writing, installing, debugging, troubleshooting, documenting, and/or testing (full stack) based on user requirements and analysis.
- Develops moderately complex to complex solutions on the appropriate platforms (desktop application, web application) as required by projects.
- Reviews system and program documentation for accuracy and completeness.
- Reviews recommendations for improvement of programming tools and strategies as part of the development process.

20%: System Administration and Security Coordination

- Coordinates efforts to set up, configure, maintain, and administer RIS servers and client systems and ensures all code meets security standards.
- Maintains familiarity with version control and containerization.

15%: Research Client Support and Analysis Assistance

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

10%: Documentation and Compliance

- Prepares moderately complex to complex RIS systems and program documentation for clients and technical staff.
- Keeps current in professional growth, state/university rules and regulations, and policies, procedures, and various standards in 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