Division of Human Resources
& Organizational Effectiveness

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

Classification Title: RIS Senior Software Engineer

Job Family: Research Administration / Sponsored Programs

FLSA Exemption Status: Exempt

Pay Grade: 14

Job Description Summary:

The RIS Senior Software Engineer, under general supervision, develops and maintains low-to-moderately complex components for the Research Information System (RIS) with guidance and support from experienced team members. Develops low-to-moderately 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. Two years of software development 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%: Component Development and Application Maintenance
- Develops and maintains low-to-moderately complex components for the Research Information System (RIS) with guidance and support from experienced team members.
- Develops low-to-moderately 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 low-to-moderately complex solutions on the appropriate platforms (desktop application, web application) as required by projects.
- Assists with the review of system and program documentation for accuracy and completeness.
- Makes recommendations for improvement of programming tools and strategies as part of the development process.

20%: System Administration and Security Assurance
- Sets up, configures, maintains, and administers 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 analysis based on user requirements.

10%: Documentation and Compliance
- Prepares low-to-moderately complex RIS system and program documentation for clients and technical staff.
- Keeps up to date with the policies and procedures of research administration.
- Keeps current in professional growth.
- Keeps current on state/university rules and regulations with regards to technical responsibilities.
- Follows policies, procedures, and various standards.

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**