Texas A&M University RIS Software Architect Generic Job Description

Classification Title: RIS Software Architect

Job Family: Research Administration / Sponsored Programs

FLSA Exemption Status: Exempt

Pay Grade: 18

Job Description Summary:

The RIS Software Architect, under general direction, leads complex technical initiatives, including vision and future direction of projects initiatives for the Research Information System (RIS). Responsible for performing work focused on system design and architecture that impacts multiple related teams within the organization. Leads and/or develops highly complex RIS applications and relational databases to include architecture, 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. Ten years of software development and/or software architecture 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:

20%: Technical & Project Leadership
- Leads complex technical initiatives, including the vision and future direction of projects and initiatives for the Research Information System (RIS).
- Regularly meets with unit leadership regarding projects and initiatives.
- Plays the role of a product owner for RIS system components.

25%: Team Supervision & Technical Development
- Supervises software engineers or student employees.
- Leads and/or develops highly 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 highly complex solutions on the appropriate platforms (desktop application, web application) as required by projects.

15%: System Administration & Architecture
- Leads efforts to set up, configure, maintain, and administer RIS servers and client systems. Ensures all code meets security standards.
- Maintains familiarity with version control and containerization.
- Assists in developing and maintaining policies, procedures, and various standards for RIS.

15%: Research Client Support, Documentation, and Compliance
- Assesses research client needs and development requirements. Performs analysis based on user requirements.
- Prepares highly complex RIS systems and program documentation for clients and technical staff. Leads the review of system and program documentation for accuracy and completeness.

5%: Documentation and Compliance
- 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**