Student Assistant (Development Team) - Job Description

Position Overview

Do you want an opportunity to do work that will positively impact every other student on campus? Then consider joining the Student Information Systems' CalCentral development team. CalCentral is the UC Berkeley Student Portal (http://calcentral.berkeley.edu), which recently launched to the entire campus.

Working on CalCentral is a demanding job - the code quality expectations are very high - but the rewards are great. You'll be part of a multi-disciplinary team consisting of professional and other student developers, designers, project managers, and support staff.

CalCentral is part of the Student Information Systems (SIS) Project (http://sisproject.berkeley.edu/). The project is a complex, multi-year initiative that will replace the University's aging, disparate and outdated systems with an integrated, centralized system.

Perks

- We do expect you to be working in the office (2850 Telegraph Ave, 6th floor, Berkeley) for the first couple of weeks but after that you can **work remotely**.
- All your code will be **open source** and available on GitHub.
  https://github.com/ets-berkeley-edu/calcentral
- You will be working with some of the **latest technologies**. We use Rails on the back-end and AngularJS in the front-end.
- You can make **your ideas** about how to make the online web experience for students, staff & faculty a reality.

Qualifications

Required

- A passion to create an awesome online web experience for students, staff and faculty.
- Effective communication skills and the ability to interact professionally with a diverse group of clients and staff.
- Experience and ability to teach or instruct others (including those who do not have a technical background).
- Ability to work productively in a team.
- Experience programming with any of the following: Ruby on Rails, AngularJS, HTML5 / CSS3 or other programming/scripting languages.
- Ability to learn new programming languages quickly.
- Minimum GPA of 2.0.
- Successful completion/clearance of a UC criminal background check and fingerprinting through UCPD.
- Ability to work 10-20 hours/week during the academic year and 20+ hours/week during Summer 2015.

Preferred

- Advanced experience using Ruby on Rails or AngularJS.
- Experience with SASS, Compass, Foundation or responsive design.
- Experience developing web APIs.

- Experience working with and designing database schema (e.g. SQL).
- Experience maintaining and debugging live software systems.
- Experience writing program documentation; in-depth technical knowledge of standard development tools (including SVN, Git, and editors).
- GPA of 2.3 or higher.
- Commitment to work through the end of the 2015-16 academic year
- Work-study is a plus.

Terms of Employment

1. The period of employment for this position commences upon hire and may continue through the end of the 2015-2016 academic year pending satisfactory job performance.
2. The position pays a wage of $20 per hour. The student must be a currently enrolled UC Berkeley student with a minimum GPA of 2.0 (2.3 or higher preferred). Students with less than a 2.3 may be asked to limit their work hours.
3. The student is required to work 10-20 hours per week during the academic year and 10-40 hours per week during the summer. A work schedule will be determined in consultation with your supervisor.
4. Initial employment with the SIS / CalCentral team is contingent upon the successful completion/clearance of a UC criminal background check through UCPD.
5. The student must complete FERPA training and sign a Privileged Access Agreement prior to accessing SIS / CalCentral production systems and data.
6. Continued employment is contingent upon satisfactory job performance evaluation by your supervisor.
7. It is a requirement that anyone in this position work in a safe and responsible manner while not putting himself/herself or others at risk. This includes complying with applicable policies and regulations; observing warning signs; learning about potential hazards; and reporting unsafe conditions.

Job Duties

Software Development and Documentation
- Assist CalCentral & SIS staff to support our application and ensure it meets the needs of clients and technical support staff.
- Draft design documents for all new software applications.
- Assist the UI/UX team in the design of web-based user interfaces.
- Assist in the development of new features for CalCental with AngularJS & Ruby on Rails.

Software Support and Maintenance
- Respond promptly and professionally to bug reports.
- Review and repair legacy code for more scalable and orthogonal approaches to software development.

Administrative Duties
- Update the CalCentral Student calendar (bCal) regularly.
- Ensure that status of a jira ticket is updated.
- Document code consistently throughout the development process.
- Document all progress in your stand-up notes.