# NORTH AMERICAN DIVISION
## JOB OPPORTUNITY

**TITLE OF JOB:** Sr. Web Application Developer

**DEPARTMENT:** Adventist Retirement Services (NAD-RET)

**SUPERVISOR:** Administrator

**LOCATION:** NAD Headquarters (Columbia, MD)

**POSITION SUMMARY:** Responsibilities include software development knowledge of web application software including but not limited to .NET, SQL, HTML, Java and other web related software. Must be able to communicate technical information in clear language understandable to non-technical users. Must be able to use knowledge derived from on-the-job experience solutions and apply to problem situations. Requires interaction with North American Division users in the field as well as the NAD office. Assist customers with training and support in the office, by WebEx, LogMeIn and phone.

**AUTHORITY, ACCOUNTABILITY:** Responds to Associate Director. Work is performed with limited supervision. There are specific guidelines to follow, but the work requires the ability to carry out duties and meet deadlines independently.

**ESSENTIAL JOB FUNCTIONS:**
- Develops, writes, updates & maintains Adventist Retirement web applications using various web development software.
- Supports participating employers and retirement staff with questions or problems regarding developed web applications.
- Develops and maintains other software applications as needed.
- Writes help-files and how-to articles as assigned.
- Works closely with the eAdventist software team in NAD office.
- Ensures that all code is fully commented.
- Creates and updates ongoing documentation of the codebase and all webapps developed, including dependencies.
- Interacts and liaisons with third party developers and other contractors, representing Adventist Retirement.
- Maintains and deploys patches to all relevant components and operating systems.
- Manages Dev/Test web application environments.
- Contributes nonproprietary code to the open-source community, as appropriate.
- Interacts with the Infrastructure and Hosting team in NAD ITS to maintain platform integrity.
- Other responsibilities as assigned by supervisor.

**EDUCATION/EXPERIENCE/CREDENTIALS: EDUCATION/EXPERIENCE/CREDENTIALS:** Bachelor's (BA/BS) degree or relevant college courses related to a degree in Computer Science or equivalent is required. Knowledge of one or more database and/or website application development environments.  Must be able to work effectively with cross functional groups and participate in problem solving processes.  Experience with Microsoft Windows, word processing, database, spreadsheet and presentation software.  At least four years of relevant successful work experience required.

**KNOWLEDGE AND SKILL:**  Good working knowledge of databases, spreadsheets, Internet, and e-mail programs.  Knowledgeable and experienced with Internet web page development.  Highly developed technical writing skills required. Advanced command of English language skills including strong proficiency in verbal and written ability.  Ability to assist users with PC hardware and software related problems. Willingness to learn new skills and keep knowledge updated.  Establish and maintain effective relationships with internal/external personnel.  Candidate should have strong people skills in providing advocacy for functions performed and to maintain high levels of communication both oral and written with subordinates, users, and superiors.

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 If interested in the above position please visit our site [CLICK HERE](#) to complete a NAD Employment Application. Or send email to [jobs@nadadventist.org](mailto:jobs@nadadventist.org) and follow instructions from response email.

*This notice will not expire until the position has been filled*

**Posted:**

**Date and Time**
**Tuesday, April 5, 2022 @ 2:00 p.m.**