BASIC FUNCTION:

Implement and maintain information technology systems and provide generalized assistance to the Graduate School. Specifically, work with a small State task force to build a statewide website that will include Alzheimer's education, initiatives, resources, and other materials that appeal to those touched by the disease (e.g., caregivers, providers, family members, and those with Alzheimer's or cognitive impairment). In addition, assist with the IT needs of the Interdisciplinary Neuroscience Program (INP) and the George and Anne Ryan Institute for Neuroscience (GARIN). Work under close supervision of a manager or a project leader.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Implement, maintain and document operating system software and/or applications software as directed by management or project team leaders.

Provide generalized technical consultation to customers.

Work closely with a variety of stakeholders that are outside the academic environment.

Develop a knowledge of several systems software and applications software packages as required.

Provide training to support staff and others; evaluate products and services; and prepare and present reports.

OTHER DUTIES AND RESPONSIBILITIES:

Respond to technical emergencies outside of normal working hours as needed.

Availability to work a non-standard schedule in order to fulfill assigned duties and responsibilities.

As part of training, perform functions normally assigned to a Senior Information Technologist, although to a lesser extent.

Maintain a high level of understanding of current developments in the assigned area of responsibility and anticipate future needs.

Perform other duties as required.
ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

Required Qualifications:

REQUIRED QUALIFICATIONS:

1. Bachelor's degree;

2. One year of experience in an information technology position or two years' experience in a position that included a substantial amount (at least 50%) of information technology work, or 2 years' experience as a student employee providing information technology services;

3. Demonstrated technical knowledge of computer hardware;

4. Demonstrated working knowledge of both PCs and Macs;

5. Demonstrated proficiency in one or more programming languages and/or application packages;

6. Demonstrated experience installing peripheral hardware and memory;

7. Demonstrated experience using Microsoft Office Suite in a Windows and Macintosh environment;

8. Demonstrated strong interpersonal skills;

9. Demonstrated ability to communicate effectively verbally and in writing;

10. Demonstrated ability to work with diverse groups;

11. Demonstrated ability to interpret and adhere to institutional policies, plans, objectives, rules, regulations, and standards.

Position Number:

106545

Preferred Qualifications:

PREFERRED QUALIFICATIONS:

1. Bachelor's degree;

2. Demonstrated experience in the areas of training and providing effective customer services in higher education;

3. Demonstrated experience evaluating software products;

4. Demonstrated experience preparing and presenting reports;

5. Working knowledge of PeopleSoft;

6. Experience in building and maintaining informational websites;

7. Commitment to fighting Alzheimer's disease by educating the public.

Environmental Conditions:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

Posting Date:

10-23-2014

Closing Date:

(This date includes grace period if applicable.)
11-21-2014
Special Instructions to Applicants:
Please attach (PDF) the following to your electronic application: 1) cover letter, and 2) resume which contains the names and contact information for 3 references.
Pay Rate:
$45,073 - $59,990
Pay Grade Level:
10
Physical Demands

Campus Location:
Kingston
Building(s):

Work Hours: