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JOB POSTING
OFFICE OF HUMAN RESOURCES
June 24, 2015

POSITION: Information Technology Support Specialist

DEPARTMENT: Information Technology

DIVISION: Finance and Administrative Services

HOURS: Full-Time, 35 hours per week, Monday through Friday, 8:30-4:30

FUNCTION: Provide assistance in database development and maintenance, and their integration with other campus systems. Provide student technology support with an emphasis on student user support and student data integration.

REQUIRED JOB KNOWLEDGE AND RESPONSIBILITIES:

1. Provide assistance to the Systems Administrator.

2. Assist in the development of new databases. Provide assistance with maintaining and integrating existing systems. Work with departments who request database services to ensure that the department’s needs are met. Provide training on use of database applications and the campus intranet.

3. Assist users in resolving problems with the operation of the administrative system, or any other existing systems.

4. Continually monitor the helpdesk system and respond to appropriate work orders.

5. As needed, work with other members of the Information Technology department to solve problems in other areas and to accomplish departmental goals and provide backup coverage.

6. Other duties as assigned by the Systems Administrator.

QUALIFICATIONS:
Associates degree preferred. Minimum of 2 years relational database development experience required. Knowledge of SQL Server database and Visual Basic required. Experience with Microsoft Office applications required. Excellent communication, problem solving and interpersonal skills required.
If you are interested in applying for this position; please submit a cover letter, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: sbowman@nycc.edu

* Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.

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