Project Assistant Needed

Brief Description:	Computer Systems and Data Management
Department/Group:	Biological and Agricultural Systems Engineering
Location:	Benjamin Banneker Tech C
Position Type:	Half Time (20 hrs/wk)
Date posted:	09/29/10
Posting Expires:	When Filled

Contact:

Dr. Margaret Gitau	**Dr. Chao Li:**
850-412-5000 or margaret.gitau@famu.edu	850-599-8645 or chao.li@famu.edu
Subject Line: Computer Systems and Data Management	Subject Line: BASE Computer Systems and Data Management

Job Description

Job Details:

- Configure computing environment for classroom/laboratory use.
- Assist with obtaining and licensing software by obtaining required information from vendors; recommending purchases; testing and approving products.
- Provide support for computer systems including installation, upgrades, software and hardware support, network administration, and computer-based communications.
- Troubleshoot technical issues and configure local networks; Ensure equipment and networks are up and running smoothly.
- Develop and maintain implementation log.
- Assist with data collection, management, and analyses.

Skills/Qualifications:

- Bachelor's Degree in Computer Science, Information Technology, or a closely related field;
- General Programming Skills, Software Solutions, Software Testing, Problem Solving, Teamwork, Software Requirements, Data Collection and Analyses, Data Management;
- Ability to interact effectively and professionally with faculty, students and staff.