TITLE III DATABASE AND COMPUTER LITERACY SPECIALIST
FULL-TIME
(Grant-Funded)

JOB DESCRIPTION
The Database and Computer Literacy Specialist position will assist College personnel in retrieving and manipulating data from the College’s data and academic management systems; develop and implement new system reporting and retrieval mechanisms; provide instruction and support to students and faculty to assist them in the development or improvement of software and technology skills; collaborate with the Director of Computer Services; and conduct research on emerging technologies for use in an academic setting. May require evenings and weekends.

ESSENTIAL RESPONSIBILITIES:
• Provide management and support for the College’s data management system (e-CAMS) and other academic reporting and retrieval systems;
• Build data systems to facilitate needed reports and retrievals;
• Develop and implement a tutor tracking system, advisement database, and frameworks for online tests and surveys;
• Develop and deliver technical training sessions and workshops for faculty, staff, and students;
• Develop online interactive learning tutorials, demos, and training modules;
• Improve database workflow and folder digitalization;
• Serve on standing and ad hoc committees as required;
• Assist and participate in any other activities related to the Title III grant;
• Support the philosophy and objectives of the College;
• Participate in College functions;
• Serve on committees of the College as needed;
• Other duties as assigned to meet the mission of the College.

ESSENTIAL QUALIFICATIONS:
• Bachelor’s degree in Computer Science or related field, Master’s preferred;
• Programming skills: SQL, SharePoint, Crystal Reports, Java
• Application familiarity: Microsoft Office, CAD, and Adobe Creative Suite;
• Experience with Three Rivers’ e-CAMS preferred;
• 3-5 years’ experience training or teaching experience preferred;
• Excellent interpersonal skills.
START DATE: As soon as possible.

PLEASE COMPLETE THE ON-LINE APPLICATION PROCESS FOUND AT:
http://jobs.villa.edu

When you have completed the on-line application process your information will be forwarded to the Search Committee for their review. The Search Committee will carefully review each resume and select the strongest candidates. Once the selection process is completed, qualified candidates will be for an interview.

EOE

Internal Posting Deadline: Review will begin immediately and will continue until the position is filled.

External Posting Deadline: Review will begin immediately and will continue until the position is filled.