

*Northeast is an equal opportunity employer.*

**JOB POSTING**  
**OFFICE OF HUMAN RESOURCES**  
**December 2, 2022**

**POSITION:** Junior Systems Administrator

**DEPARTMENT:** Information Technology

**REPORTS TO:** Senior Systems Administrator

**DIVISION:** Administrative Services

**HOURS:** Non-exempt, Full-Time, 35 hours per week

- You will generally be expected to work Monday through Friday 8:30 a.m. - 4:30 p.m. However, you may coordinate a remote /flexible or alternate work schedule through your supervisor.

**GENERAL DESCRIPTION:** Assist with campus systems maintenance and support. Assist with database development and maintenance, and their integration with other campus systems. Provide student technology support.

**REQUIRED JOB KNOWLEDGE AND RESPONSIBILITIES:**

1. Provide assistance to the Senior Systems Administrator.
2. Assist in the development of new databases and provide assistance with maintaining existing systems. Work with departments who request database services to ensure that the department's needs are met. Perform routine maintenance to existing databases. Provide training on use of database applications and 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.
6. Perform other duties as assigned by the Senior Systems Administrator.

**QUALIFICATIONS:**

1. Associates degree in Computer Science or computer related field (or equivalent work experience).
2. 1-3 years' experience with relational database development and support (required, education may be exchanged for work experience).
3. Knowledge of SQL Server, MS Access, and scripting (Powershell and Visual Basic) required.
4. Experience with Microsoft Office applications required.
5. Experience working with cloud technologies preferred.
6. Excellent problem solving, organizational, and interpersonal skills required.

If you are interested in applying for this position; please submit a cover letter of interest, 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: [humanresources@northeastcollege.edu](mailto:humanresources@northeastcollege.edu)

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

*Northeast College of Health Sciences is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices.*