INSTITUTE FOR GOVERNMENTAL SERVICE AND RESEARCH

TITLE: IT Consultant (Position #112773)
CATEGORY: Full-time, Exempt 12-month appointment
SALARY: Commensurate with Qualifications and Experience

RESPONSIBILITIES: Design, implement, and support Institute's internal office technology infrastructure and associated tools, including but not limited to hardware, software, Internet, security, and network/telecom systems, services, and solutions. Provide administration and strategic direction for day-to-day office technology operations; assist with related purchasing, facilities planning and management. Perform account management, installation, configuration, development, maintenance/repair, reporting, and end-user support of security, productivity, research, outreach, and customer-facing technologies, including MS-Active Directory, websites, interactive learning environments, social media, and cross-platform file and print services. Monitor all aspects of office technology infrastructure, tune performance, and resolve technical and end-user problems. Develop and implement applicable processes, policies and procedures, in addition to technical and end-user documentation and training. Manage Institute's data archiving and storage requirements. Coordinate activities with management team and appropriate campus offices. IGSR is a public service unit dedicated to improving the well-being of individuals and communities through applied research, education, training, and technology innovations in partnership with public agencies.

REQUIREMENTS:

Education- Bachelor's degree in computer science, information systems, engineering, or related field from an accredited institution required. Hardware, MS-OS, network administration, and web development certifications preferred.

Experience- Five or more years paid full-time experience in lead IT position responsible for daily management and operational support of complex office technology infrastructure, in addition to web application development and website management. Proficiency with MS-Windows, MS-Active Directory, and Macintosh platforms. Experience with HTML, DHTML, XML, CSS, PHP, JavaScript, MySQL, graphic software such as Adobe suite products and multimedia creation applications such as Camtasia. Solid understanding of PC-based operating systems, hardware, and networking/distributed computing environments, in addition to proficiency with MS-Word, PowerPoint, Excel, Access, and Visio. Knowledge of secure login and data transfers. Proficiency with web application frameworks such as ASP.NET and intermediate to advanced skills in relational database design and implementation for marketing, traffic generation, and dynamic content management. Strong oral, written, and interpersonal skills, in addition to business acumen, judgment, and project management skills. Creative, results-oriented, well-organized, self-directed team player capable of multi-tasking and setting priorities in a fast-paced, deadline-driven work environment.

TO APPLY: For best consideration, apply online **by October 5, 2015** at https://ejobs.umd.edu; click on "Staff" and enter Position Number 112773. You will need to submit a cover letter, resume, and three (3) professional references.

The University of Maryland is an equal opportunity affirmative action employer. Minority and women candidates are encouraged to apply.