Job Title: Special Assistant for Data & IT (SADIT) Job Description.

Starting Salary: $16.00/hr (Training Salary)

Days/Hours: 20 hrs/week (Fall & Spring Semester)
31 hrs/week (Summer Session)

Qualifications

All applicants must:

- Be currently enrolled as an SF State student with a minimum all university and major GPA of 3.0
- Be able to work during SF State’s Academic year including Winter and Summer sessions.
- Have excellent oral and written skills.
- Have intermediate knowledge about XHTML/CSS, PHP, SQL and JavaScript.
- Have thorough knowledge of Object Oriented Programming.

Preference will be given to those who:

- Have prior experience in a supervisory position.
- Have experience with Drupal, Visual Studio, .Net Framework, C#, Google API, Facebook API and/or Npgsql.
- Have experience with L/WAMP stack.
- Have experience with PSQL and Prior IT is highly recommended.

Responsibilities

Database:

- Review and update the CARP’s database and apply techniques to reduce any data errors.
- Create scripts using bash scripting and batch scripting to make uninterruptible daily backups of the database server, and ensure that backups are more efficient and reliable.
- Generate analytical data reports on a daily, monthly, bi-annual and annual basis from CARP’s database as requested by the Senior Coordinator or the Unit Coordinators in an Excel or PDF Format.
- Create generic queries to fast track report generation and integrate then onto CARP’s Software.

Information Technology:

- Maintain current inventory of all CARP computer peripherals, network hardware and other components.
- Maintain and troubleshoot all of CARP’s computers and equipment, including but not limited to servers, printers, network, and services running on computers.
- Advise the Senior Program Coordinator of updated technologies and obtaining any required technology upgrades which are needed for more efficient operation.
- Install Operating Systems and utility software suites, upgrade hardware peripherals and setup Audio / Video equipment.
- Perform system backups of CARP’s computers and apply all available updates.
- Set up measures to protect the CARP’s systems from any vulnerability.

**Website:**
- Maintain CARP websites and update current content.
- Create advanced features for CARP’s website to make the website more interactive, user friendly and Web Accessible.
- Inform the Senior Program Coordinator of any website security concerns and check CARP’s system to see if systems are affected by any security vulnerabilities.
- Upload and track CARP’s upcoming events on CARP’s website, Calendar, Facebook page and Database.
- Upload, remove and/or create website content as requested.
- Generate analytical reports on CARP’s SF State website.

**CARP’s Software:**
- Maintain CARP’s windows based application and address any possible bugs or errors.
- Create new features for CARP’s existing software which could help coordinators fast track their work. These features may include posting images and links to Google & Facebook page using API’s.
- Create scripts to generate automatic analytical reports from database for CARP’s Coordinating Staff and the Senior Program Coordinator.
- Improve the software performance and steadiness in terms of Re-usability, Resources, and Efficiency.
- Introduce new ways to capture analytical data which can help showcase CARP’s performance.
- Build and release CARP’s software with bug fixing and newly added features and troubleshoot any problem related to client-side update failure.

**Additional Professional Responsibilities:**
- Participate in Front-desk hiring process and provide feedback on interviews to the Senior Program Coordinator, Associate Program Coordinator, and Administrative Assistant.
- Supervise the daily opening and closing procedures for CARP’s Tutorial Lab as scheduled.
- Interact with students and faculty on phone or walk-ins and explain CARP’s policies and procedures to the SF State community and general public.
- Provide training and create manuals for all program Coordinator’s, on any existing or new feature in CARP’s websites, Software and/or any application used by CARP.

The SADIT may be assigned additional duties not listed above by the Senior Program Coordinator and Associate Program Coordinator.

*Submit job related Resume, Cover letter and Unofficial transcripts in person at HSS 346 or electronically to carp.apc@gmail.com*