



January 9, 2012

Position Announcement

Systems Analyst/Web Systems Administrator

Interested individuals should submit a completed [application form](#), cover letter and resume including contact information for 3 references to: Human Resources, Saint Joseph's College, P O Box 889, Rensselaer, IN 47878, or electronically to HR@saintjoe.edu.

Department: Computer Center: Director of Information Technology

Start Date: As soon as filled *Position is full-time, administrative*

Benefits: As stated in the Saint Joseph's College Handbook of Employment Policies and Practices for Hourly and Administrative Employees.

Description:

The **Systems Analyst/Web Systems Administrator** has primary responsibility for the technical design, operation, and day-to-day support of various online systems and applications used by Saint Joseph's College. As a **Systems Analyst**, the position is responsible for managing a range of online systems and applications, including the College's public, internal, and private email lists. As the **Webmaster**, the position is responsible for the development, management, and support of both public *Internet* and internal *Intranet* web sites and applications.

Systems Analyst responsibilities include:

Developing new online systems and applications where assigned.

Managing electronic mail lists to facilitate communication among members of the Saint Joseph's College community, including setting up and installing course lists at the beginning of each semester, and other lists as needed. Monitor list activity for problems, including approving or denying e-mails posted to closed and/or monitored lists.

Responding to problem reports submitted by email, telephone, or via the Computer Center's online help desk, and to help monitor and respond to system problems reported by faculty, staff, and students.

Performing a range of Unix/Linux and MS-Windows Systems Administration tasks where needed.

In coordination with the Systems/Network Administrator, help to manage the Saint Joseph's College network systems and servers, including moving files, deleting files, editing system configuration files, installing software, analyzing log files, backing up and restoring files, monitoring systems for security, and diagnosing systems/network performance issues.

In coordination with the User Support Specialist, help to manage and troubleshoot faculty and staff PCs, including maintaining a schedule of routine updates for PC software packages supported by the Computer Center.

Participate in job-related on- and off-site training as assigned by the Director of Information Technology or when requested by Saint Joseph's College.

Web Systems Administrator responsibilities include:

Provide day-to-day network administration and support of Saint Joseph's College the public *Internet* and internal *Intranet* Websites.

Administer the web servers, content management systems, and web-based technologies to support the College's website and designing, developing, documenting, and supporting new web applications.

Develop and document website standards in collaboration with Integrated Marketing department and the CUTAP committee. Work with Saint Joseph's College faculty and staff to insure that Saint Joseph's College's websites are updated as needed, meet the College's needs, and compliant with documented standards.

When requested, provide consulting support to faculty and staff who have content that they want to make available on the web.

Regularly assess Saint Joseph's College website and underlying technologies.

Responsible for adhering to College policies regarding spending and management of departmental budgets.

Carry out other duties as assigned by the Director in support of the overall mission and goals of the Information Technology Department and of Saint Joseph's College.

Normal office working conditions.

Works independently under the general direction of the Director of Information Technology.

Qualifications:

Bachelor's degree in Computer Science or related field with at least 2 years of Web/Linux experience (or high school diploma with at least 5 years experience) required.

For best consideration, skills in the following areas are preferred: VI; Linux system administration (Slackware); alias files; networking; log file management and analysis; disk space management; Samba configuration; user group management; working knowledge of the Microsoft Windows operating system; web interface design; search engine optimization; relational database design and development; and working knowledge of commonly used CMS systems, Perl, PHP, JavaScript, SQL, HTML, XML, CSS, Apache, Flash, Adobe Dreamweaver, Photoshop, Illustrator.

Comfortable creating dynamic database-driven W3C compliant pages using the technologies listed above. Familiarity with graphic design and image optimization is also required. Must possess excellent communication with strong user service orientation and analytical skills.

Ability to work independently when required, make decisions on own, and meet deadlines.

Saint Joseph's College is an Equal Opportunity Employer