

## Position Description: SharePoint Technical Consultant

Advisicon, Inc., a professional services consulting company based in Portland, Oregon seeks candidates for a SharePoint Consultant position.



### Position Description Summary

The SharePoint Consultant position entails the following tasks, activities, and responsibilities:

- Help lead and build Advisicon's growing SharePoint consulting practice
- Deliver SharePoint Server 2010 (SPS)/Microsoft Office SharePoint Server (MOSS) 2007 and SharePoint Foundation 2010 (SPF)/Windows SharePoint Services (WSS) 3.0 implementation consulting services to clients
- Manage SPS implementation and development teams and projects
- Lead planning and architecting for SPS and SPF implementations
- Provide system administration for internal SharePoint instances
- Lead internal knowledge transfer and training for SharePoint resources
- Support other Advisicon consultants in delivering SharePoint consulting services
- Facilitate and/or participate in meetings with clients, colleagues, team members, and other stakeholders
- Attend and participate in status meetings with clients, partners, vendors, and colleagues
- Develop and present project reports
- Conduct and support proof of concept pilot projects, testing and evaluating proposed SharePoint-based solutions
- Create and lead teams delivering custom SharePoint-based solutions for clients
- Develop and deliver SharePoint training, demos, educational presentations, and proposals to prospects, clients, partners, and groups.

### Professional Experience

- 2 years experience in planning and architecting SharePoint Server (SPS) implementations; at least one year experience with SPS 2010/MOSS 2007 and SPF 2010/WSS 3.0
- SharePoint Server (SPS) 2007/2010 certified or equivalent experience
- Architecting and deploying production systems on the SharePoint 2010 platform
- Experienced with configuring, customizing, and integrating SPS and SPF
- Experienced with gathering business and technical requirements for SPS and SPF
- 4+ years IT experience
- 4+ years experience in developing web-based solutions
- Strong knowledge of the Microsoft platform
- Knowledge of a full range of SharePoint-related technologies
- Experience working with development teams
- .NET development experience

### **Core Professional Skills**

- Problem-solver / solution provider
- Strong consulting skills
- Strong technical aptitude
- Professional appearance and manners
- Reliable and diligent
- Approachable and teachable
- Team player and leader
- Organized, systematic
- Good follow-through
- Excellent written, electronic, and interpersonal communication skills
- Strong professional references
- Proficient in Microsoft Office Excel, Word, Outlook
- Able to follow instructions/orders
- Effective manager of both technical and non-technical resources and teams
- Effective trainer

### **Additional Attributes (preferred and valued, but not required)**

- Consulting experience
- Project management experience
- Experienced with configuring, customizing, and integrating SPS
- Experienced with gathering business and technical requirements for applications integrating with SPS
- Experienced with implementing, supporting, and using Microsoft Office Project Server 2007/2010
- Application or system development consulting experience
- Application architecture and portfolio management experience
- MCP certifications
- PMP certification
- Web development experience
- Experienced with applying project management best practices
- Proficient in Microsoft Visio, Access, Performance Point Server
- Experienced with non-Microsoft collaboration and document management applications

### **Personal Qualifications**

1. Friendly, outgoing, sociable
2. Teachable; autodidact
3. Alert and observant
4. Self-motivated, takes initiative
5. Honest
6. Tactful and respectful
7. Passionate about profession
8. Healthy sense of humor

### **Instructions**

Please send your resume to: [Kevin.Nichols@Advisicon.com](mailto:Kevin.Nichols@Advisicon.com)