



The Research
Foundation for
The State University of New York

University at Albany

ANNOUNCEMENT OF VACANCY

Budget Title:	Information Systems Technician	Posting No: R13-46
Descriptive Title:	Information Systems Technician	Grade: N.8
Department:	Center for Human Services Research	Reports to: Senior Programmer
Salary Range:	\$35,000 - \$45,000	FLSA Status: Non-Exempt
<p><i>Employment is with The Research Foundation for The State University of New York, a private, nonprofit, educational corporation that administers sponsored program activity for the University at Albany.</i></p> <p>Description of Duties: The Center for Human Services Research is seeking an Information Systems Technician to provide information system support for Healthy Families New York (HFNY) and other web-based data applications. Responsibilities include:</p> <ol style="list-style-type: none">1. Collect and enter data for various research projects2. Answer and track all user questions via email and telephone3. Assist with all HFNY MIS troubleshooting and bug tracking4. Write and distribute monthly communication regarding HFNY updates5. Assist with data collection for HFNY monthly, quarterly and annual reports6. Assist in HFNY MIS training <p>Minimum Qualifications:</p> <ol style="list-style-type: none">1. High School Diploma and some post-secondary education or combination of education and experience2. Experience with web-based human service data systems3. Experience with providing IT user support4. Demonstrated ability to work with a culturally diverse population <p>Preferred Qualifications:</p> <p>Background with MS Office products, Dreamweaver, and HTML</p>		

Persons interested in the above position should submit a resume along with a cover letter by e-mail to dcarner@albany.edu or mailed to the address below. Please specify Job Number# R13-46 in your cover letter.

Name:	Denise Carner
Title:	Project Staff Associate
Address:	135 Western Avenue, Richardson Hall 315, Albany, NY 12222

Closing date for receipt of applications: November 22, 2013

Federal law and regulations require notice to all prospective employees regarding crimes that have occurred on campus in the current three year period. Please refer to the following website for the complete Annual Security Report ("Clery Report"): <http://police.albany.edu/asr.htm>

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