Job Vacancy Notice

Job Title: IT Assistant, Level 2 (Hourly) - Data Specialty and Web Programming

Job ID: 19771

Location: Hostos Community College

Regular/Temporary: Regular

GENERAL DUTIES

I.T. Assistants perform entry-level professional work in technology-related disciplines. While areas of specialization vary, typically I.T. Assistants work in areas such as development/programming, communications, technical support, or similar based on the needs of the Information Technology area to which they report. Work tasks include resolving minor technology problems, monitoring activities, and maintaining documentation. They have latitude for independent initiative and judgment, under supervision.

This job is in CUNY's Classified Civil Service. The full specification is available on our web site at
http://www.cuny.edu/about/administration/offices/ohrm/hros/classification/ccsjobs.html

CONTRACT TITLE

IT Assistant

FLSA

Non-exempt

CAMPUS SPECIFIC INFORMATION

The Information Technology Department is seeking an hourly IT Assistant, Level 2. Reporting directly to the Manager of Enterprise Applications or designee, under general supervision with limited latitude for independent initiative and judgement, this position assists with routine operations associated with the IT Department in data and web related issues.

Additional responsibilities include the following:

- Develops and executes optimized queries against an MS SQL Server environment to support applications and the data analysis/business intelligence/reporting initiative.
- Documents and evaluates current database structures for optimization.
- Develops new responsive web applications using HTML5, Javascript, CSS, and other modem technologies.
- Supports optimal operations of the IT department support team through timely problem resolution, escalation, and follow up with end users.
- Assists with the management of the Web Content Management System.
- Participates in technology project teams.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. High School Diploma, G.E.D., or equivalent

2. A minimum of six months of full-time experience in a computer or technology-related position. Experience that is more than 20 hours per week and less than 35 hours per week may be counted at 50% of the requirement (i.e., two months of part time experience equal to one month full time experience)

3. Additional experience and/or education that can be met by ONE of the following: An additional three years and six months of full-time work experience in a computer or technology-related position; an Associate's degree plus 18 months of full-time work experience in a computer or technology-related position; or a Bachelor's degree from an accredited institution

4. Demonstrated English Language proficiency

5. A Motor Vehicle Driver's license, valid in New York State, may be required for some, but not all positions.

This title has three levels. To qualify for Levels 2 and 3, additional qualifications, such as education, experience, or certification relevant to the area of specialization are required.

OTHER QUALIFICATIONS

The following qualifications are preferred:
- Experience with MS SQL Server administration (SQL 2008 and above), querying, store procedures, ETL, security, and optimization
- Experience with MS SQL Reporting and Analysis services on Microsoft Windows Server
- .NET and/or Java based web application development. Knowledge of HTML, CSS, JS, jQuery, connecting to various authentication sources (e.g. Active Directory) and smtp services
- Demonstrated ability to communicate effectively and professionally in a high demand environment
- Experience with PowerBI/Tableau reporting and data visualization systems, R Programming, Full Stack development, Code Repository Platforms (e.g. GitHub), Mobile app development, Adobe creative suite, Data warehouse/cubes/marts
- Availability to work evening and weekend hours

COMPENSATION

New Hire: $28.23/hr* Incumbent: $31.90/hr
*This amount reflects a 13% salary suppression in effect for the first 24 months of employment only.

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigate to the following links: "Employment' and "Search Job Postings"

Please attach resume, cover letter, and three professional references.

CLOSING DATE

Open until filled with review of applications to begin December 3, 2018.

JOB SEARCH CATEGORY

CUNY Job Posting: Information Technology/Technical

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.