Title: Data Systems Technician

Essential Function

Under general supervision from designated supervisor/administrator, assist with maintaining departmental data bases; assist with resolving hardware and software problems; use query language to create and modify reports.

Characteristic Duties

1. Design, modify and update data bases to include indexing information, maintaining lists for various labels, purging information, etc.; maintain and update records on the data bases; use query language to create and modify reports.

2. Update/maintain websites utilizing html.

3. Utilize web editor to create and edit graphics.

4. Assist departmental users in resolving microcomputer application problems; act as liaison with UCits and vendors in resolving problems.

5. Assist department users in adapting software to specific needs; design files for users.

6. Provide work processing services and other support functions as needed.

7. Perform related duties based on departmental need.

Unusual Working Conditions

• N/A

Minimum Qualifications

• High school/GED diploma required; at least one year experience with personal computers, and/or operating systems and applications. Some positions may require knowledge of html.

Last updated: June 1997