

**CORNING COMMUNITY COLLEGE
TECHNICAL ASSISTANT
(PROGRAMMER/ANALYST)**

Authority: This position reports to the e-Services Administrator.

General

Responsibilities: This position is responsible for the analysis, design and maintenance of college-wide information technology.

Essential Functions:

- Install, maintain and support college-wide Windows systems, Active Directory, and Content Management System.
- Perform backup and restore procedures.
- Cross-train with other IT staff members to provide essential coverage.
- Create and maintain technical documentation.
- Attend regular computer training to stay current with changing technology.
- Perform other related duties, as assigned.

Required Skills:

- Ability to work as a member of a technical team with little supervision
- Strong analytical and problem-solving skills
- Ability to handle multiple simultaneous projects
- Excellent interpersonal communication skills in order to work effectively with a variety of end-users
- Knowledge of current computer and information systems technology (such as Active Directory, Windows Server, Windows Scripting Host, PERL)

Preferred Skills:

- Experience with Linux and Solaris operating systems
- Experience with XHTML, CSS, PHP, and SQL languages.
- Experience in a higher ed. environment (Luminis, Banner, WebCT).
- Experience with VMWare, Veritas NetBackup, Microsoft Visio, DNS, DHCP, and group policies.

Programmer/Analyst
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Minimum
Qualifications:

- Bachelor's degree in a computer-related field and one year of experience OR
- Associates degree in a computer-related field and three years of experience
- MCSE, MCSA, MCP or related certification a plus

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