



INSTITUTE FOR  
GOVERNMENTAL  
SERVICE AND RESEARCH

## **INSTITUTE FOR GOVERNMENTAL SERVICE AND RESEARCH**

**TITLE:** IT Consultant (Position #112773)  
**CATEGORY:** Full-time, Exempt 12-month appointment  
**SALARY:** Commensurate with Qualifications and Experience

**RESPONSIBILITIES:** Administer the Institute's office technology (OT) infrastructure, including design, implementation, and technical support of computing (hardware and software), networking, telephony, audiovisual, mobile devices, licensing, websites, social media, and other IT resources; data archiving and storage, related purchasing and inventory management, and facilities planning and management. Provide leadership in planning and implementing a strategic direction for day-to-day OT operations and develop and document applicable processes, policies, and procedures. Formulate methods, standards, models, and tools to increase productivity, along with technical and end-user documentation and training. Create opportunities for IT-related technical assistance projects and work with PIs to solve problems to help meet deliverables for sponsored projects within the approved timeframe. Assist with the daily operation, support, and maintenance of the Institute's custom application software and networking environment, including participation in on-call rotation for 24/7 system support. Coordinate activities with management team and appropriate campus offices.

### **REQUIREMENTS:**

**Education-** Bachelor's degree in computer science, information systems, computer engineering, or related field from an accredited institution required. Hardware, MS-OS, network administration, cybersecurity, web development, and/or project management certifications desired.

**Experience-** Minimum of two (2) years experience in a paid full-time, lead IT position to include: the daily management and operational support of complex office technology infrastructure; managing IT projects from investigation through implementation, release and support with demonstrated record of proactive project leadership; and Active Directory and Microsoft Exchange server administration. Solid understanding of PC-based operating systems, hardware, and networking/distributed computing environments, along with knowledge of secure login and data transfers. Intermediate-to-advanced technical skill in four or more of the following: DBMB environments (SQL server, MySQL); web technologies (ASP, PHP, HTML/DHTML/CSS, JavaScript, Wordpress, Drupal, Google Apps management); languages (Java, Perl, C/C++, VB, PL/SQL); networking (firewall, switches, routers, wiring, wireless networks, network printers and copiers); telephony; and system administration (MS-Windows, MacOS X, FreeBSD). Proficiency with MS-Word, PowerPoint, Excel, Access, and Visio. Knowledge of relational database design and implementation for marketing, traffic generation, and dynamic content management desired. Strong oral, written, and interpersonal skills, in addition to business acumen, judgment, and project management skills. Creative, results-oriented, well-organized, self-directed team player capable of multi-tasking and setting priorities in a fast-paced, deadline-driven work environment. Work experience in university public service or academic research environment desired.

**TO APPLY:** For best consideration, apply online by **Monday, April 17, 2017** at <http://ejobs.umd.edu> for staff position number 112773. You will need to submit a cover letter, resume, and three (3) professional references. The position will remain open until filled.

The University of Maryland is an equal opportunity affirmative action employer. Minority and women candidates are encouraged to apply.