

MULTI-SKILLED COMPUTER SPECIALIST

MAJOR GOAL/OBJECTIVES:

Support and train computer users in the implementation and maintenance of computer technology in both language and business applications, in order to make people effective in using this technology to accomplish and enhance their work.

POSITION RESPONSIBILITIES:

- Responsible for a variety of computer related tasks such as computer training in both administrative and language applications, writing and maintaining computer programs, testing and repairing computer equipment, installing new components into existing systems, and advising on present and future computer applications.
- Supports both commercial software and organization developed linguistic software.
- Supports users in the areas of basic hardware maintenance, component swapping, network support, email use and administration, and publishing papers.

POSITION EDUCATION AND EXPERIENCE:

- Minimum two years experience in computer support related positions.
- Competencies in MS Office applications and /or Open Office.