COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: COMPUTER SPECIALIST (Grant Funded)
                                   (Part-time – Not to exceed 25 hours per week. Flexible Schedule.)

PAY GRADE: C-4

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Perform technical work in support of the assigned department and/or grant program.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or equivalent required.   Some secondary training/coursework in Microsoft Office software preferred.

2. Years of experience in field: Six months' experience using Microsoft Office required. Knowledge of MS Office suite programs: MS Access; MS Publisher, MS Excel; MS Word; MS PowerPoint.

3. Special skills or abilities related to position: Must possess good oral and written communications skills. Ability to establish and maintain effective work relationships with department employees and students. Instructional abilities or experience is preferred. Assist with creating MS Excel spreadsheet data and formulas for record keeping and grant reporting. Create and maintain MS Access databases, including tables, queries, reports and labels for tracking services and reporting purposes. Adhere to Computer Services standards for database creations and confer with Computer Services before creating such databases. Must have the ability to create publications in MS Publisher; type letters, reports or forms using MS Word; perform basic web design and updates; as well as create MS PowerPoint presentations. Web design and updates must be done under the direct supervision and following the standards of the college's Web Developer/Communications Specialist.

ESSENTIAL JOB FUNCTIONS:

1. Develop and maintain database systems and spreadsheets to meet the needs of various areas of the department.

ESSENTIAL JOB FUNCTIONS (Continued):

2. Assist staff in entering essential data into databases and spreadsheets.
3. Input and analyze data for grant reporting purposes.
4. Assist in creating signs, brochures, newsletters and PowerPoint presentations.
5. Assist in creating and maintaining web pages for the program/department.
6. Assist/instruct students and student assistants in the use of computer software, typing and data entry, and internet research.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required).

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS

- Works in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Building 2, Ocala Campus

SUPERVISOR OF POSITION: Director of Student Support Services