Title: Technology Development Assistant
Status: Graduate Assistant, 12-month appointment
Supervisor: Technical Analyst
Dates: July 1 to June 30

Qualifications:
Earned Bachelor’s degree with acceptance into a post baccalaureate graduate program at any of the USM campuses required. Must have training/experience working with web technology including: HTML, CSS, SQL, and PHP. Experience with VB.NET optional, but desired. Experience implementing Web Services (XML, SOAP, RESTful) a plus. Must have familiarity with database platforms such as Oracle DB, MSSQL DB, and Microsoft Excel. Candidate should demonstrate familiarity with requirements modeling and systems analysis/design processes. UMBC graduate students preferred.

General Responsibilities:
The Technology Development Assistant is responsible for dynamic web development, including graphical interfaces and multimedia components. This position will be involved in the ongoing implementation of a new information management system as well as the continued maintenance of legacy technology. As needed, this staff member will aid in the repair and maintenance of department hardware/software.

Specific Responsibilities:
· Maintain and develop content for the Residential Life Website
· Build and test reports using the new department information system
· Troubleshoot issues with the electronic door and card access systems
· Maintain and repair department issued desktops, laptops and tablets
· Perform database maintenance and data requests as needed

Other:
· Maintain approximately 20 office hours per week
· Participate in bi-weekly individual meetings with supervisor and formal evaluation process once per semester
· Participate in bi-weekly unit, monthly departmental and periodic divisional meetings as schedule permits
· Attend/support some evening staff programs and events
· Maintain a positive attitude and act in a professional manner as a representative of the Residential Life Office
· Perform all related duties as requested

Compensation to include Tuition Remission, and Financial Stipend

Apply by March 31, 2016 for best consideration to:
UMBC Residential Life
Attn: Jackie Wilson
1000 Hilltop Circle
Baltimore, MD. 21250
Email: jawilson@umbc.edu

To Apply: Email or mail cover letter, resume, and the names and contact information of 3 references.
For more information, call 410-455-8184.

UMBC is an Equal Opportunity, Affirmative Action Employer. Women, persons of color, and persons with disabilities are encouraged to apply.