California State University, Fresno Foundation

TECHNOLOGY AND INFORMATION TECHNICIAN – CENTRAL CALIFORNIA TRAINING ACADEMY

JOB ANNOUNCEMENT #18-954

POSITION SUMMARY:	**Full-time, benefited positions with the Central California Training Academy (CCTA) through the California State University, Fresno Foundation.** The Central California Training Academy is a program of the California State University, Fresno Foundation under the auspices of the College of Health and Human Services, through the Department of Social Work Education, that provides classroom training, coaching and organizational support to child welfare staff and other IVE eligible agencies in 12 Central California Counties.
ESSENTIAL JOB FUNCTIONS:	Under the general supervision of the Technology and Database Specialist, the incumbent will be responsible for the following operations. Typical duties include, but are not limited to: • Website management including the updating of content from internal and external data sources for the Social Welfare Evaluation and Research and Training Center websites. • Maintain knowledge and skills on the current website hosting application features and evaluate their feasibility for use. • Maintain and implement new features released from the Fresno State Web hosting content management application. • Design, develop codes, test, debug and modify programs using various entry level programing language or system tool, i.e. JavaScript, Typescript, Zapier and Awesome Tables • Proficient use of Microsoft Windows, Microsoft Office, Google Drive Services, Qualtrics, Adobe Illustrator, Adobe Photoshop and agency specific applications such as Whova, Event Bright and Zoom to improve office efficiencies. • Maintain records such as software licensing controls to ensure contract compliance. • Provide data integrity oversight by reviewing and updating data inputs and providing regular reviews and audits. • Provide technical support for webinars, eLearning and maintenance of Cloud based platforms. • Develop and maintain application user manuals; documents work processes and operational standards and procedures. • Provide end-user application training and support. • Troubleshoots software related problems for users. Report, track and coordinate software issues with appropriate vendor if applicable. • Ensure all technology is in compliance with California State University requirements • Other duties as assigned.
QUALIFICATIONS & EXPERIENCE:	*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* • Bachelor's (B.S) degree in Computer Science, Information Systems or closely related field • Strong level of oral and written communication skills • Background, knowledge and experience in information and learning technology including hardware, software and instructional technology • Background, knowledge and experience maintaining, operating and instructing others in the use of various technologies i.e. laptops, LCD projectors, cell phones, hot spots used in conjunction with various Apple and android products • Experience supporting website based data base systems, applications and updates • Demonstrate a high level of cross-cultural sensitivity
SALARY/BENEFITS:	**$3,100 - $3,400 per month.** Salary will be commensurate and competitive with experience and qualifications. Benefits include health, dental, vision, life, and 401(k), vacation, sick leave, and holiday pay
FILING DEADLINE:	**Application review begins September 10, 2018. Open until filled.**

TO APPLY:	**Please visit the Auxiliary Human Resources page at www.auxiliary.com for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:**
	California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988
	E-mail completed application & resume to: **HRAUX@LISTSERV.csufresno.edu**

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

California State University, Fresno is a smoke free campus. For more information, please click http://fresnostate.edu/adminserv/smokefree/index.html
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.
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