



Job Specification

Job Title: Software Systems Engineer, Associate
BCAT Code: 465X AC
Pay Grade: G14

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Provides entry-level support for hardware and operating systems software critical to the university's core information systems.

Examples of Duties

- Assists in designing, implementing, and supporting critical systems and operational procedures.
- Assist in analysis and mapping of the university's core computing infrastructure, architecture, and applications.
- Assists in diagnosing and resolving problems with various operating systems (UNIX, Windows, LINUX, etc) and other hardware problems.
- Assists in installing and configuring critical systems according to prescribed standards.
- Applies patches, upgrades, and maintenance to system security.
- Document systems configurations, installations, and maintenance operations.
- Trains university staff and consults with customers, clients, and constituencies using university information systems.
- Tests, documents, and performs quality assurance on installed, maintained, or upgraded software and hardware.
- Performs other technical duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of data processing principles, practices, and equipment.
- Knowledge of large integrated systems and event driven programming.
- Ability to multi-task, train staff, and use independent judgment.
- Knowledge of Windows XP & 2000, programming languages (COBOL, C, C++, Visual Basic, Pearle, Java, relational databases (Oracle), middleware, LANs, UNIX, etc).
- Effective time management, customer service, analytical, and organizational skills.
- Effective oral and verbal communication with external and internal customers.

Minimum GSU Hiring Standards

Bachelor's degree and one year of related experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.