

**Job Title: Data And Web Specialist (DAWS)**

**Starting Salary:** \$16.25/hr (Training Salary)

**Days/Hours:** 20 hrs/week (Fall & Spring Semester)  
31 hrs/week (Summer Session)

**Qualifications**

All applicants must:

- Be currently enrolled as an SF State student with a minimum of an all university and major GPA of 3.0.
- Be able to work during SF State's Academic year including Winter and Summer sessions.
- Have excellent oral and written skills.
- Have prior experience and basic knowledge of MS Office Suite 2007/2010 and Adobe Suite CS6.
- Have intermediate knowledge in HTML, CSS, JavaScript, SQL, and PHP
- Have thorough knowledge of Object Oriented Programming.

Preference will be given to those who:

- Have prior experience in a supervisory position.
- Have experience in configuring Windows OS environment
- Have experience with Drupal and L/WAMP stack.
- Have experience with Visual Studio, .Net Framework, C#
- Have experience with PSQL and Npgsql.
- Have experience with Google and Facebook APIs.
- Have prior experience in IT.

**Responsibilities**

**Database:**

- Review and update CARP's database and apply techniques to reduce any data errors.
- Create batch scripts to make uninterruptible daily backups and synchronization of the database servers, and ensure that backups are more efficient and reliable.
- Generate analytical data reports on a daily, monthly, bi-annual and annual basis from CARP's database as requested by the Senior Coordinator or the Unit Coordinators.
- Create generic queries to fast track report generation and integrate them into CARP's Software.

**Website:**

- Maintain and update CARP's website content.
- Create advanced features for CARP's website to make the website more interactive, user friendly and Web Accessible.
- Inform the Senior Program Coordinator of any website security concerns and check CARP's systems to see if they are affected by any security vulnerabilities.
- Upload and track CARP's upcoming events on CARP's website, Calendar, Facebook page and Database.
- Upload, remove and/or create website content as requested.
- Generate analytical reports on CARP's SF State website.

**CARP's Software:**

- Maintain CARP's windows based application and address any possible bugs or errors.
- Create new features for CARP's existing software which could help coordinators fast track their work. These features may include posting images and links to Google & Facebook page using API's.
- Create scripts to generate automatic analytical reports from our database for CARP's Coordinating Staff and the Senior Program Coordinator.
- Improve the software performance and steadiness in terms of Re-usability, Resources, and Efficiency.
- Introduce new ways to capture analytical data which can help showcase CARP's performance.
- Build and release CARP's software with bug fixes and new features and troubleshoot any problems related to client-side update failure.

**Additional Professional Responsibilities:**

- Participate in the frontdesk hiring process and provide feedback on interviews to the Senior Program Coordinator, Associate Program Coordinator, and Administrative Assistant.
- Supervise the daily opening and closing procedures for CARP's Tutorial Lab as scheduled.
- Interact with students and faculty on phone or walk-ins and explain CARP's policies and procedures to the campus community and the general public.
- Provide training and create manuals for all program coordinators on any existing or new features in CARP's websites and software and any application used by CARP.
- Maintain and troubleshoot all of CARP's computers and equipment, including but not limited to servers, printers, network, and services running on computers.
- Maintain current inventory of all CARP's computer peripherals, network hardware and other components.
- Advise the Senior Program Coordinator of updated technologies and obtaining any required technology upgrades which are needed for the efficient operation of the program

The DAWS may be assigned additional duties not listed above by the Senior Program Coordinator and Associate Program Coordinator.

**Application Instruction:**

Submit the following document electronically to [carp.daws@gmail.com](mailto:carp.daws@gmail.com), or in person to HSS 346

- Cover letter.
- Resume that clearly articulates skills relevant to the successful execution of this position
- Unofficial SF State transcript
- The Student Work Availability Form (available at job page on our [website](#))

***Please submit all application materials in separate documents in either PDF or Word format. Incomplete application will not be considered.***

If you have any questions or concerns, please contact [carp.daws@gmail.com](mailto:carp.daws@gmail.com)