

Off-Campus Employment

Job posted on 2014-04-10 by 00026579; posting expires on 2014-05-30

Employer: The Family Nutrition Program

Position: Information Systems Specialist

Job Description: Full Time,

This grant funded (USDA SNAP-Ed/EFNEP) position provides support for the WV-Family Nutrition Program (FNP). This position is housed within the Families and Health Program Unit of the WVU Extension Service and is a WVU classified staff position. This position will be responsible for traveling to counties that have Nutrition Outreach Instructors or Health Educators to support technology and data collection needs. The position will also maintain core database administration tasks such as performance and database monitoring, space analysis, backup and recovery, and database security related to the US Department of Agriculture's Expanded Food and Nutrition Education Program (EFNEP) Evaluation Reporting System (ERS) and the US Department of Agriculture's Food Stamp Nutrition Education Program (SNAP-Ed) Education and Administrative Reporting System (EARS). The position will work closely with the Family Nutrition Programs Director, Extension Specialists, and Extension Service Assistant Director-IT to ensure that data collection and reporting occurs in a timely manner.

Qualifications: Preferred qualifications: Bachelor of Science degree in computer information systems, business administration or management; public health, communications, information systems or other science field including computer science, computer engineering, information systems, electronics, engineering, or other science field, or an equivalent combination of education, certifications and work experience; 2-3 years' experience in Information Systems Analysis/Data Management; 1-2 years' experience in PC Hardware/Software and Data Processing and providing technical assistance to end users.

Application Instructions:

For more information on how to apply for the position, please visit:

<http://employmentservices.hr.wvu.edu/how-do-i-apply>