

Systems Analyst -Web & SharePoint Administrator Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=254240>

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Posted Mar. 11, 2025, set to expire Mar. 30, 2025

Job Title	Systems Analyst -Web & SharePoint Administrator
Department	Administrative
Institution	Quinsigamond Community College Worcester, Massachusetts
Date Posted	Mar. 11, 2025
Application Deadline	03/30/2025
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Administration - Other
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Systems Analyst -Web & SharePoint Administrator

Category: Administrative

Department:

Locations: Worcester, MA

Posted:

Closes: 3/30/2025

Type:

Position ID: 186158

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General Statement:

The Web & SharePoint Administrator is entrusted with the seamless maintenance and updating of the Drupal environment. They will work closely with Institutional Communications to ensure the site back-end meets their needs, and provide any support needed to facilitate changes or updates. Additionally, the administrator will oversee the SharePoint online infrastructure, designing and maintaining sites as requested. They address performance, availability, and capacity issues with precision, perform diligent monitoring and troubleshooting of the SharePoint environment. They create and maintain detailed documentation, such as policies, procedures, and user guides, for the web and SharePoint online. They provide technical assistance to college staff, and perform related work as required.

Supervision Received

The Systems Analyst - Web & SharePoint Administrator reports to the Director of Information Systems and secondarily to the Executive Director of Strategic Communications and Public Relations

Supervision Exercised

None

Duties and Responsibilities

- Manage and maintain the Drupal software and plugins as needed.
- Identifying and troubleshooting website technical issues.
- Assist in maintaining and updating website content as necessary.
- Installing, configuring, and upgrading SharePoint systems.
- Setting up and managing user accounts and permissions where necessary.
- Designing and implementing SharePoint infrastructure.
- Developing and managing content databases and site collections.
- Ensuring Drupal(website) and SharePoint system security and stability, addressing any issues related to performance, availability, or capacity.
- Monitoring and analyzing website and SharePoint site statistics as needed.
- Performing monitoring and troubleshooting of the Drupal and SharePoint environments.
- Creating and maintaining documentation for SharePoint policies, procedures, and user guides.
- Works with third-party resources as needed to support the business systems of the college.
- Providing customer service to college personnel with the use of the Web applications, SharePoint Sites, and any Information Systems applications.
- Collaborates with Institutional Communications to ensure system cohesion between the web, student portal, and SharePoint.

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- Assisting the Director of Information Systems in the documentation of program development and subsequent revisions.
- Assisting the Director of Information Systems in determining the necessity for and arranging for Drupal and SharePoint maintenance.
- Works collaboratively with the Help Desk and PC technicians to address escalated web applications issues.
- Actively supports the teaching and learning process; works to create and support a student-centered environment designed to move a student efficiently and effectively from entry to exit no matter his/her completion goal.
- Works actively with other areas of the college to ensure a spirit of college wide collaboration, collegiality, civility, and teamwork.
- Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.
- Provides flexible, responsive, and high-quality customer service to all whom we serve, be it students, community or staff and continuously assesses processes and procedures to revise accordingly.
- Performs other duties as assigned by the Director of Information Services.

Job Requirements:

Minimum Qualifications

- Associate Degree in Computer Science or MIS
- Five years' experience web development/administration
- Three years' experience SharePoint administration
- Experience with Drupal 10 administration
- Excellent Interpersonal Skills
- The ability to communicate technical information, in writing and orally.
- A commitment to customer service.

Preferred Qualifications

- Bachelor's Degree in Computer Science or MIS
- Seven years' experience SharePoint Administration

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- Ten years' experience web development/administration

Additional Information:

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=186158>



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Administrative
Quinsigamond Community College

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