

EECS Administrative Computing Group Tech Lead
(0499U) - Job
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=126045>

Downloaded On: Sep. 23, 2019 3:35am

Posted Jul. 19, 2019, set to expire Nov. 15, 2019

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| Job Title | EECS Administrative Computing Group Tech Lead (0499U) - Job |
| Department | N/A |
| Institution | University of California, Berkeley Berkeley, California |
| Date Posted | Jul. 19, 2019 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Administrative Support/Services Information Technology |
| Apply Online Here | https://apptrkr.com/1540729 |
| Apply By Email | |

Job Description

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About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptance—academic and artistic, political and cultural—make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff

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position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at <http://jobs.berkeley.edu/why-berkeley.html>.

Application Review Date

The First Review Date for this job is: Immediate Review

Departmental Overview

The College of Engineering at UC Berkeley is recognized for its educational and research excellence, consistently ranking among the top three Engineering colleges in the United States. With more than 250 regular faculty members, 2,100 graduate students and 3,200 undergraduate students located in seven academic departments, Engineering is the second largest college on the Berkeley campus. Operating expenditures for the College as a whole exceed \$190.5 million annually.

EECS is a top ranked department whose two divisions (Electrical Engineering and Computer Science) enroll 2800 undergraduate and 680 graduate students. With over 130 faculty and 60 staff, EECS is the largest department in the College of Engineering and one of the largest departments on the Berkeley campus. The Department's mission is to provide high-quality instruction at all levels, prepare undergraduate and graduate students for leadership in the profession, perform high-impact research, and serve the campus, the State and the nation.

The incumbent uses advanced IT professional concepts and campus objectives to resolve highly complex issues. Regularly works on highly complex issues where analysis of situations or data requires an in-depth evaluation of variable factors. Exercises judgment in selecting methods, techniques and evaluation criteria for obtaining results.

Working with the guidance of the Electrical Engineering and Computer Sciences (EECS) Chair and Associate Chair, the College Director of IT, and the EECS Director of Administration, develops and implements technical standards and departmental policies for all administrative computing services within the department. Evaluates trends (at the department, UC, and IT industry level) and objectives; produces project and purchasing plans and policy recommendations to best meet department objectives in environments that change and grow rapidly. Acts as project manager and liaison for external web support firm. Performs technical duties including web site maintenance and debugging, Linux and Windows system administration, database design and maintenance, web application development, desktop equipment life-cycle management, and light desktop support.

Responsibilities

40% Creates and maintains databases for complex web applications. These applications are used by faculty, staff, and students within EECS and throughout the College of Engineering. Works with Aps to maintain more than 30 existing web applications: fixing bugs, adding and revising reports and CRUD interfaces. Creates system documentation for new applications and revises as needed during maintenance.

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30% Maintains Drupal web sites for EECS and Engineering. Troubleshoots problems and fixes code bugs. Makes changes to code and CSS as needed to support page revisions. Analyzes more complex problems and works with vendor to ensure that fixes are timely and correct. Maintains web configuration for secondary static web site.

10% Provides support and triage for desktop and laptop computers and off-the-shelf software for departmental staff, referring to CSS IT as appropriate. Provides advanced troubleshooting support when problems can not be solved by other desktop support staff.

10% Acts as security lead for ACG and promotes IT security within the units served. Maintains up-to-date knowledge of information security landscape. Evaluates information security for departmental administration, works with staff and with technical tools to avoid information compromises, and responds to reports of security problems.

5% Administers Linux virtual servers used for production web applications, mail aliases, offline database-related tasks, QA, and testing.

5% Creates complex documentation for IT-related processes and policies. Also creates formal communication with users in areas of security, job transition, and other policy areas of IT. Works through staff, EECS and College Managers to insure implementation.

Required Qualifications

- Requires thorough knowledge of applications programming technologies, tools and protocols.
- Possesses full knowledge of professional IT concepts.
- Solid interpersonal skills, including the ability to communicate effectively across the organization at multiple levels both orally and in writing.
- A commitment to excellence in service and effective business processes, with the ability to implement IT systems that facilitate the achievement of unit goals.
- Solid ability to communicate highly technical information in a clear and concise manner to both technical and nontechnical personnel.
- In-depth knowledge of information technology trends, policies and procedures, campus initiatives and climate, and issues in higher education.
- The ability to gather, organize, and analyze data in the completion of assignments.
- Solid understanding of database design principles and how to apply them in practice.
- Solid Linux system administration skills, including configuring the web stack and maintaining secure configurations on high-risk networks.
- Knowledge of information privacy and security laws and practices.
- Project management skills for medium-size departmental projects, including balancing time, budget, and scope in the context of constrained resources and high expectations.

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Preferred Qualifications

- A thorough understanding of departmental processes, campus systems, and campus standards.
- Bachelors degree in related area and/or equivalent experience/training.

Salary & Benefits

For information on the comprehensive benefits package offered by the University visit:

<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

- The salary range designated for this position: \$86,600 - \$177,400; however, starting salary will be commensurate with experience.

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see:

http://www.eeoc.gov/employers/upload/poster_screen_reader_optimized.pdf

For the complete University of California nondiscrimination and affirmative action policy see:

<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>

Contact Information

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

Contact

N/A

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