

System Administrator Position

Advanced C4 Solutions, Inc. is looking for an entry-level system administrator to join our team on a part-time/intern basis. Duties: The position will entail working with the IT Manager and staff to maintain the company network, assist with day to day customer issues, and monitor network devices. The focus will be on network infrastructure and system administration. Example projects include assisting with workstation upgrades, maintaining server and workstation patching, reviewing logs, troubleshooting server problems, and monitoring network devices. In addition, some time will be spent assisting the IT Manager and staff documenting networks and updating security policies. Up to 20 hours a week will be required.

Qualifications:

REQUIRED SOFT SKILLS - Professional appearance, integrity and honesty, excellent written and verbal communication skills, excellent organizational skills, excellent troubleshooting skills, self motivated and disciplined, and desire to learn. Must be able to work independently and as a member of a team

REQUIRED HARD SKILLS - Firm understanding of Microsoft based networks and Microsoft operating systems, understanding of basic and advanced networking concepts (IP Addressing, routing, switching, OSI, DHCP, DNS, SMTP, protocol analysis, etc.). Basic storage experience (DAS, SAN, NAS, backup and recovery, etc.). The ability to troubleshoot a technical problem in an efficient and logical manner, create and maintain documentation as it relates to network configurations. Conduct research on network products, services, protocols, and standards. The ability to use Microsoft Visio to create and maintain network documentation.

RESPONSIBILITIES - Assist with maintaining company network, perform upgrades and troubleshooting Windows of workstation OS. Perform upgrades of core business applications, review server, backup and network monitoring logs. Assist with maintaining network documentation for customers and other tasks as assigned by the IT Manager or designated representative. Report progress of assigned tasks to the IT Manager or designated representative.

SharePoint Developer

Advanced C4 Solutions, Inc. is looking for an entry-level SharePoint Developer to join our team on a part-time/intern basis. Duties: The position will entail working with the IT Manager and staff to modify and maintain the companies SharePoint Portal(s). The focus will be on daily operations and maintenance of the SharePoint inter and intranet sites. There will also be a requirement to perform solutions development and workflow documentation on an ongoing basis. Up to 20 hours a week will be required.

Qualifications:

REQUIRED SOFT SKILLS - Professional appearance , integrity and honesty, excellent written and verbal communication skills, excellent organizational skills, excellent troubleshooting skills, self motivated and disciplined, and desire to learn. Must be able to work independently and as a member of a team

REQUIRED HARD SKILLS - Firm understanding of Microsoft based networks and Microsoft operating systems, understanding of basic and advanced networking concepts (IP Addressing, routing, switching, OSI, DHCP, DNS, SMTP, protocol analysis, etc.). Experience as a developer with Windows SharePoint Services 3.0/4.0, Microsoft Office SharePoint Server (MOSS) 2007/2010 and Microsoft SharePoint Designer 2007/2010 (SPD). Demonstrable experience deploying SharePoint sites including configuration and customization Create, manage and deploy Workflows built on Microsoft Windows Workflow Foundation using Microsoft Office SharePoint designer and Microsoft Visual Studio. Good knowledge of SQL server 2005/2008, demonstrated experience in Microsoft Development technologies: InfoPath, Visual Studio, C#, VB.Net, XML, ASP.NET, XSLT, XSL, CSS, and Excel Services.

The ability to compile, assimilate, understand complex technical information, to communicate this information to various groups/stakeholders on information technology concepts and terminology. To determine logic from existing code; develop, implement and modify a Web Service. The ability to understand and implement effective application and data backup and recovery processes and version control for the development environment.To communicate effectively and to deliver effective presentations,produce solutions independently or within project team and transfer knowledge to team members

RESPONSIBILITIES -Assist the IT Manager and staff with maintaining companies Microsoft SharePointArchitecture.Individual will assist in all aspects of SharePoint site development, including requirements gathering, the creation of new sites, user account creation and management, data input, and continual maintenance. The ideal candidate will have some knowledge or experience with SharePoint, and an interest in further expanding his/her SharePoint abilities to in order to become responsible for managing multiple SharePoint sites and, if needed, be able to create custom web parts and solutions.