

EASTERN WASHINGTON UNIVERSITY

EMPLOYMENT OPPORTUNITIES

Positions available as of May 5, 2008:

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****CLASSIFIED/OPEN AND PROMOTIONAL****

The following positions are available to all qualified individuals:

INFORMATION TECHNOLOGY SPECIALIST 3 – Enterprise Systems Specialists – 3 New Positions Available (CS08-038): \$4,033 - \$5,289. This is an open and promotional recruitment to fill three PROJECT positions in Information Technology. Recruitment has been extended, and will be an open and continuous recruitment from December 14th, 2007. Recruitment may be closed at any time with three days notice.

These positions are available NOW, and include full-time salary plus comprehensive state health benefits valued at over \$15,000. Additionally, positions will earn paid vacation days, paid sick leave, holiday pay, and eligibility to participate in tuition waiver program. This is an excellent opportunity to join our professional IT staff as a project employee, with opportunities to apply for permanent positions as they become available.

General Duties: These positions budgeted for 18 months to provide a broad base of support during a client-side migration of data and email to MS Office Outlook 2003/2007 for Exchange Server 2007, affecting 2500 clients. See our website to download a complete job description.

Special Notes:

- These are 100% time project positions budgeted for an 18-month period from date of hire.
- Positions will have a regular work schedule: Monday-Friday, 8:00am-4:30pm.
- Selected candidates must have a valid driver's license, proof of insurance, and access to a personal vehicle for local travel, such as trips to the Riverpoint campus.
- Selected candidates must have ability to list up to 50 pounds unassisted.
- This position, during the course of university employment, will be involved in the receipt of, or accountability for, university funds or other items of value. Successful applicants will be required to pass a background check.
- This is an Agency Shop position.

Minimum Qualifications: Four years of information technology experience such as analyzing, designing, installing, programming, and/or maintaining computer software applications, hardware, telecommunications, or network infrastructure equipment or providing customer or technical support in information technology.

Selection Criteria:

- Degree in information technology, computer science or related field, and/or at least 3 years full time work experience working with client-side systems and applications.
- Exceptional knowledge of computer hardware, software and client-side troubleshooting.
- Depth of experience in working with desktop operation systems, Windows and Mac – required.
- See job description for a complete list of qualifications/selection criteria.

Additionally, as Eastern is committed to increasing and retaining the diversity of its faculty, staff, students and programs, consideration will be given to individuals with experience with and/or interest in diverse populations, cultures and nationalities.

Application Procedure: Contact the Human Resources Office to have an application packet mailed or faxed. Applications may also be printed from the Human Resources web page. Submit EWU application by 5:00 PM on the closing date to the address listed below. Completed applications must include all of the following materials:

1. Cover letter in which you address the minimum qualifications and each element of the selection criteria. It is preferred that you provide the information in a bulleted or numbered list, or in a table, within the cover letter.
2. Chronological resume including work experience and education.
3. List of three professional references who can speak to your experience.
4. EWU Employment Application form.



EASTERN WASHINGTON UNIVERSITY

EMPLOYMENT BULLETIN

Eastern Washington University, in Cheney and Spokane, Washington, is a comprehensive university in a major urban community, serving a large traditional and non-traditional student population. Eastern Washington University provides high-quality liberal arts and professional education with co-curricular opportunities for its undergraduates and graduates. The university maintains a strong commitment to excellence in instruction, scholarship, and public service. Other programs continue to be integrated into the curriculum as the university responds to the ever-changing demographics of the Inland Northwest and the nation.

BULLETIN INFORMATION: This bulletin, which is published each Monday as positions become available, lists administrative, civil service, and coaching positions at Eastern Washington University. **Applications will only be accepted for positions listed during the dates and times indicated on this bulletin.**

Changes and/or modifications to this bulletin will be posted in the glass bulletin board on the first floor of Showalter Hall and outside of the Office of Human Resources, Showalter Hall, and Room 314. Applicants are encouraged to use the 24-hour job hotline at (509) 359-4390 for up-to-date information regarding positions available at Eastern Washington University or access our webpage at the address indicated below.



HUMAN RESOURCES WEBPAGE: <http://www.ewu.edu/x4715.xml>

MINIMUM QUALIFICATIONS: Applicants must meet the minimum qualifications in order to be considered for any position listed. Meeting the minimum qualifications does not guarantee successful completion of the application process.

SPECIAL ACCOMMODATIONS: Eastern Washington University strives to satisfy all requests for special access needs for persons with disabilities. Requests for such accommodation are welcome and may be made by calling the office of Human Resources at the number listed below.

QUESTIONS? For questions regarding information contained within this employment bulletin please call (509) 359-2381.

Eastern Washington University operates under an approved Affirmative Action plan. In accordance with applicable Washington Administrative Codes, supplemental certification shall be used for hiring and promoting members of underutilized, protected groups into job classes/categories for which goals and timetables have been set. Eastern Washington University is committed to increasing the diversity of its faculty, staff, students, and academic program offerings and to strengthening sensitivity to diversity throughout the institution. We are an affirmative action/equal opportunity employer and applications from members of historically underrepresented groups are especially encouraged to apply.

The successful candidate will be required to show proof of eligibility to work in the United States pursuant to Immigration and Naturalization Services law.

Federal Regulations (34 CFR Part 668) require that all prospective employees be notified regarding the availability of the Campus Safety and Security Report. This report contains comprehensive information and statistics on campus crime and safety for the three most recent calendar years, as well as policies and procedures for reporting crimes, policies concerning the security of and access to campus facilities, policies concerning campus law enforcement, and campus safety and crime prevention programs. Information on this report is available upon request from the EWU University Police Department (509-359-6300) or from the EWU Web site (<http://www.ewu.edu/AdminGuide/PolSafety/>).

PLEASE POST AND DISTRIBUTE

Division of Human Resources
Eastern Washington University
314 Showalter Hall
Cheney, WA 99004-2445

**EASTERN WASHINGTON UNIVERSITY
OFFICE OF HUMAN RESOURCES**

INSTRUCTIONS FOR APPLICANTS

PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE APPLICATION PACKET FOR THIS POSITION.

APPLICATION PACKET: Each application packet will consist of an EWU Application for Employment, a resume, and a detailed cover letter. The resume must include at a minimum: education, certifications, and work history including titles held, key responsibilities, employers and their location (city/state). The cover letter should address the job duties and position requirements as described in the job posting, and should specify how you meet the position requirements and the experience you possess that is relevant to the job duties.

The complete application packet must be received in the Human Resources Office by the closing date shown on the recruitment notice. Applications mailed must be postmarked on the closing date and received within three days to be considered. There are no exceptions to this rule. Applications may be typed or handwritten, provided they are clear and legible.



**IMPORTANT
NEW
INSTRUCTIONS**

Carefully review the job posting and all instructions contained within this Application packet before beginning. If you are required to include a resume as part of your Application packet, you will not need to complete the “Employment Record” section on the Application for Employment. All other sections of the Application for Employment are required. Sign your Application materials where required, and keep a copy of your entire Application packet. Eastern Washington University will not provide copies of Applications on file. Additional information may not be added to your application packet after the closing date.

MINIMUM QUALIFICATIONS: Before you submit your application, be sure that you meet the minimum qualifications stated in the recruitment notice and list all experience that shows you meet them. Applicants who do not meet the minimum qualifications will not have their supplemental information considered.

INTERVIEW/ORAL BOARD: If you are among the top group of applicants to be considered further, you may be invited to an interview/oral board. This will verify your background and experience as it relates to this position.

APPLICATION RESULTS: You will be notified in writing of the status of your application. If you have questions regarding your final status call the Office of Human Resources at (509) 359-2384 or email via hr@mail.ewu.edu. You may request a review of your application within 15 days after you are sent the results.

ELIGIBLE LISTS: If you meet the Minimum Qualifications and any other requirements as may be defined in the Selection Criteria, your name will be placed on the appropriate eligible list. This list will be used to fill openings in the job for which you applied.



Enterprise Systems Specialist Job Description

Data Migration

- Migrate end-user profile data from local machine accounts to EWU domain accounts.
- Develop a systematic and documented approach for moving client data and profiles to domain accounts.
- Accomplish data migration in a timely manner, while securing against data loss.
- Using a campus computer inventory, assess fitness of computers for migration.
- Identify unique uses and software that could be affected during migration.
- Utilizing industry technologies such as “Sysprep” and the “User State Migration Tool” (USMT) prepare and migrate client data.
- Setup and re-deploy local and domain printers for workstations for local & domain printers.
- Restore any unique services/software affected by client-domain migration.
- Troubleshoot any problems caused by user profile, e-mail, and data migration.
- Effectively communicate with clients regarding services performed.

Professional Development/Departmental Representation

- Continue to develop professional expertise and competencies that expand personal knowledge and ability, which contribute strength and flexibility to the Office of Information Technology, Computer Support, and the project.
- Represent the Office of Information Technology, Computer Support departmental goals, and project objectives, policies, procedures, and accomplishments to the EWU user community and to professional contacts in a variety of external forums.
- Serve, when directed, as a representative of the Project, Department, or Division on one or more computer or application related committees.
- Explain major changes in the software, facilities, and services. Provide presentations or participate in-group discussions at professional meetings and conferences.
- Collaborate amongst peer institutions, exchanging best practices and lessons learned.

Other Responsibilities

- Complete assigned work as required by supervisor or project team.
- Collaborate with constituents to ensure smooth and reliable operation of client profile, mail, and data migration.
- Work with executive team members, decision makers, and stakeholders to define business requirements and systems goals, and to identify/resolve client systems issues.
- Create and maintain documentation as it relates to system configuration, migration, mapping processes, and service records.
- Monitor and test new methodologies, to include timeliness, resource consumption, and performance delivery for client migration tools.
- Advise Project Manager of issues and/or concerns with regards to data and profile migrations.



Enterprise Systems Specialist Job Description

REQUIRED QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- College diploma or university degree in the field of information technology, computer science, or related field and/or 3 years of equivalent work experience, specifically working with client-side systems and applications.
- Exceptional knowledge of computer hardware, software, and client-side troubleshooting.
- Deep-seated experience working with desktop operating systems – Windows and Macintosh required.
- Extensive application support experience with Microsoft Office Suites.
- Knowledge of TCP/IP with emphasis on basic TCP/IP functionality and mail protocols.
- Ability to work independently. Ability to prioritize and work multiple assignments simultaneously in a fast-paced environment.
- Experience working with Active Directory and inherent objects.
- Ability to communicate ideas in both technical and user-friendly language.
- Proven analytical and creative problem-solving abilities.
- Strong customer service orientation.
- Excellent written and verbal communication skills.

PHYSICAL DEMANDS

- Ability to lift 15 pounds regularly and up to 50 pounds occasionally.
- Ability to bend, kneel, stoop, reach, and sit as needed for office and computer work.
- Wrist and hand movements required as needed for keyboarding.
- Ability to be mobile campus wide for appropriate business needs.

SUPERVISORY REQUIREMENTS

- No Requirement.

EASTERN WASHINGTON UNIVERSITY APPLICATION FOR EMPLOYMENT

Eastern Washington University is an affirmative action/equal opportunity employer and applications from members of historically underrepresented groups are especially encouraged.

Date _____ Position Title _____ Recruitment No. _____

Personal Data

Last	First	Middle		
Name				
Street Address		City	State	Zip Code
Home Telephone	Business or Message Telephone		Who Referred You to Us?	
Have you ever worked at this University or any other Washington State Agency? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, give Agency and Dates				
Can you prove eligibility to work in the United States pursuant to Immigration and Naturalization Services law? <input type="checkbox"/> Yes <input type="checkbox"/> No				
In case of emergency notify: Name, Address and Telephone				
Name, Relationship, Position and Department of Relative(s) working at the University				

Education

	Institution and Location	No. of Years Attended	Degree or Diploma	Major
High School or Name of School Where GED Received				
College or University (Undergraduate)				
College or University (Graduate)				
Technical, Business or Other				

Military

Have you served in the Armed Forces? <input type="checkbox"/> No <input type="checkbox"/> Yes	Branch	Entrance Date	Discharge Date	Total Active Duty Years/Mos/Days
Final Rank or Grade		Present Military Status		Veterans Discharged Honorably May Claim Veteran's Preference. Do You Claim Such Preference? <input type="checkbox"/> No <input type="checkbox"/> Yes
Describe Your Duty Assignments				

EMPLOYMENT RECORD

List Present or Most Recent Employer First
Use Additional Sheet If Needed

Employer			Title and Duties	Reason for Leaving
Firm Name	From Mo Yr	To Mo Yr		
Street Address				
City, State and Zip Code	Hrs Worked Per Week			
Type of Business	Salary	Start		
Supervisor and Telephone		Last		
Firm Name	From Mo Yr	To Mo Yr		
Street Address				
City, State and Zip Code	Hrs Worked Per Week			
Type of Business	Salary	Start		
Supervisor and Telephone		Last		
Firm Name	From Mo Yr	To Mo Yr		
Street Address				
City, State and Zip Code	Hrs Worked Per Week			
Type of Business	Salary	Start		
Supervisor and Telephone		Last		
Firm Name	From Mo Yr	To Mo Yr		
Street Address				
City, State and Zip Code	Hrs Worked Per Week			
Type of Business	Salary	Start		
Supervisor and Telephone		Last		

Are you presently employed? No Yes
 May we contact your employer(s)? No Yes

List Professional Licenses or Permits. Include Driver's License.

REFERENCES (Indicate references who have first-hand knowledge of your character, ability to work effectively with people, and other professional abilities.)

Name	Address and Telephone	Title

1. Bonding requirements for certain positions require that the incumbent have no record of conviction of a felony. Would you be able to meet such a requirement? No Yes
 2. If not, was the date of conviction within ten years of the date of this application? No Yes

If Question No. 2 was answered "Yes," please explain.

I certify that what is written on this form and the attachments is true to the best of my knowledge. Furthermore, I attest under penalty of perjury that my answer to the question regarding eligibility to work in the United States is true and correct. I authorize the University to obtain information from any source necessary for an employment decision. I understand that neither this document nor any offer of employment from the University constitutes an employment contract unless a specific document to that effect is executed by the University and employee in writing. If employed, I understand that false or misleading information given in my application materials or interviews may result in discharge. I understand, also, that I am required to abide by all University rules and regulations.

Signature _____

Date _____

Eastern Washington University
Applicant Data Sheet



Voluntary Information

Eastern Washington University is an affirmative action employer. In order to assist us in meeting our affirmative action commitments and providing the necessary reports to federal and state agencies, we would appreciate you providing this information. All information will be maintained confidentially. Thank you for your cooperation.

Position Applying for: _____ Phone: _____
Last Name: _____ First Name: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Sex: Male / Female Age 40-70: Yes / No

Please describe yourself in terms of race, tribe, ethnicity and/or national origin:

Race/Tribe
 (597) American Indian/Native American
 (600) Asian/Pacific Islander (Circle One)
Aleut Chinese Eskimo Filipino Japanese Hawaiian
Korean Samoan Thai Vietnamese Other: _____
 (800) White/Caucasian
 (870) African American/Black

(999) No, not Hispanic
 (703) Yes, Hispanic (Circle One)
Cuban Chicano Mexican American Mexican Puerto Rican
Other: _____

Complete the information below and provide a copy of your DD214 form if you wish to claim veteran's preference:

Military Status Additional Military Info. (if you received a campaign badge/medal)
 Non Veteran (OV) Crisis in Lebanon
 (DO) Disabled Other Veteran (OV) Invasion of Grenada
 (DV) Disabled Vietnam Vet (OV) Operation Joint Endeavor
 (OV) Other Veteran (OV) Operation Just Cause
 (OV) Persian Gulf War Veteran (OV) Operation Restore Hope
 (SV) Spouse of Deceased Vet (OV) Operation Uphold Democracy
 (VV) Vietnam Era Veteran
Dates of Active United States Military Service: _____ Type and date of discharge: _____

Education:	Year Obtained	Institution	Major
<input type="checkbox"/> (04) High School:	_____	_____	_____
<input type="checkbox"/> (07) Associate:	_____	_____	_____
<input type="checkbox"/> (08) Bachelor's:	_____	_____	_____
<input type="checkbox"/> (09) Master's:	_____	_____	_____
<input type="checkbox"/> (11) Other Doctorate:	_____	_____	_____
<input type="checkbox"/> (12) Ph. D:	_____	_____	_____
<input type="checkbox"/> (05) Vocational Certification	State: _____	Date: _____	Field: _____

Disabled Person: Yes / No
 (1) Ambulatory/Mobility
 (2) Visual
 (3) Hearing
 (4) Mental/Psychological
 (5) Multiple Handicap
 (6) Other: _____

COMPLETE UPON HIRING

Date of Birth: ____/____/____
Emergency contact name: _____ Phone: _____
Please keep my home address confidential: Yes / No Please keep my home phone confidential: Yes / No
Work Building: _____ Room: _____ Mail Stop: _____
Work Phone: _____ Work Fax: _____ Email Address: _____