

## Information Systems Section – Job Description (Two Positions)

The Office of Minority Student Affairs (OMSA) provides services to students who participate in selected programs at the University of Illinois at Urbana-Champaign (UIUC). Principal among these programs are the Educational Opportunities Program (EOP), the President's Award Program (PAP) and the Educational Opportunities Affiliates Program (EOAP). The services and programs of OMSA include the following: Counseling Services; Academic Services - Tutoring, Study Skills, Supplemental Instruction (SI); the McNair Scholars Program; the Student Support Services Program (SSS); the Multicultural Career Fair; and the Upward Bound College Prep Academy. For more information on our office please visit our Web page at [www.omsa.uiuc.edu](http://www.omsa.uiuc.edu).

OMSA has historically relied on its Information System Section, a team on highly-motivated, computer support staff who make major contributions to its mission. Some of the basic responsibilities of the position include:

- Develop, test, implement and maintain client-side, Web-based databases and applications
- Maintenance of the departmental Web site ([www.omsa.uiuc.edu](http://www.omsa.uiuc.edu));
- Publication of the eSpectrum (<http://www.omsa.uiuc.edu/publications/espectrum/2007.1.2/>);
- Maintenance and further development of the in-house-developed Oracle enterprise application (MasterOracle);
- Maintenance and further development MS Access databases and applications; and
- Provide technical support to staff.

The successful candidate would ideally have some, although not necessarily all, of the following attributes:

- Web Design (i.e., HTML, ASP, ASP.NET);
- Databases (especially Oracle), but also MS Access and/or MS SQL;
- Macromedia Dreamweaver, or Microsoft Web Developer;
- Knowledge of a programming language (e.g., C++, C#, Visual Basic (VB), VBScript, VB.NET);
- SQL knowledge; and
- Good communications skills and the ability to work in a team environment.

You will gain very useful and practical work experience that will greatly enhance your employment prospects later, as evidenced by former workers now employed at Accenture, Avanade, Clarity, Sapient and other high-tech firms. Sophomores, juniors, and graduate students may apply. Interviews will begin immediately and applications will be accepted until suitable candidates are identified and hire.

**To apply, please send a cover letter and resume to Otis Williams at [ogwillia@uiuc.edu](mailto:ogwillia@uiuc.edu). Call 333-0054 if you have questions.**