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# Example of Intermediate Associate Job Description

Our innovative and growing company is looking for an intermediate associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for intermediate associate

* The Intermediate Systems Administrator will deploy application, database, and desktop architecture in support of full client /server implementation using highly available technologies such as replication, load balancing, and geographic clustering
* Monitors productivity standards/control systems for responsible processes, interprets this information and exercises action as appropriate to ensure maximum work efficiency
* Interview and hire new employees and ensure training and performance measures are met
* Provide best effort support for all non-standard devices as requested
* Network support including Wireless, LAN, WAN, VLAN, DSL, Broadband, IP addresses, Campus connections, communication closet, cabling, and infrastructure security, VPN, and VPN appliances
* Home and Remote support including Outlook, wireless, VPN, core desktops, laptops, printing, Novell file access and dial in, DSL, cable modem
* Application support including enterprise wide and department specific applications application support related to customer vendors and distribution of customer applications
* Training related to customer requests, application needs, desktops, laptops, tablets, PDA/Smartphones, printers, scanners, all in one fax/copiers, air cards, peripheral devices
* Equipment management including recommendations, customer requests for equipment, purchasing, receiving, un-boxing, deployment, tracking, and preparation for property disposition
* Vendor assistance and support for vendor managed hardware, and applications

## Qualifications for intermediate associate

* Sort and distribute incoming mail – Purchase Orders (PO), Non-PO, Utility
* Experience using formulas and functions in programs like Excel to create databases
* Experience working with individuals with chronic illnesses
* Familiarity with the Macintosh environment
* A Master’s or Bachelor’s degree in a health-related field is preferred
* The Intermediate level requires a Bachelor’s degree in behavioral science, public health, health informatics, or related field and a minimum of 4 years of experience participating in behavioral science research projects