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# Example of SharePoint Job Description

Our innovative and growing company is searching for experienced candidates for the position of sharepoint. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for sharepoint

* Assist Communications Specialist with immediate and long-term content management needs for VIC’s main news page
* Ensures processes and procedures are improved and documented
* Facilitate the collection, documentation, and summation of technical information necessary to System Security Authorization (SSA) activities, including addressing and remediating security vulnerabilities within Center for Global Health SharePoint site collections as required by the US Department of Health and Human Services and the Centers for Disease Control and Prevention security policies and directives
* Proactively develops and maintains strong knowledge of information systems and their related components and makes recommendations to improve the reliability, scalability, performance, or security of these systems as appropriate
* Aid in the development of Information Security controls, procedures, and standards
* Assist customer in establishing and implementing methods to attain customer's goals and overall objectives
* Configuring and troubleshooting SharePoint service applications
* Configuring SharePoint solutions, features, sites, web parts, and master pages using the SharePoint UI, and incorporating third-party tools (Sentris preferred)
* Working with Users to resolve site features requests and troubleshooting issues
* Working with Database Administrators to configure and monitor SharePoint database servers for implementing, and testing effective SharePoint farm backup and recovery processes

## Qualifications for sharepoint

* Experience with site migration due to platform change or substantial version upgrade
* 1-2 years of experience supporting SharePoint or SharePoint Power User
* 1-2 years of web development experience of hands-on coding
* Intermediate experience with JavaScript using SPServices and CAML (connecting webpages to lists)
* Experience with workflows in SharePoint Designer and/or Nintex Workflows
* 1-2 years of C#, ASP.NET and SQL development experience