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# Example of Specialist Application Job Description

Our growing company is searching for experienced candidates for the position of specialist application. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for specialist application

* Identify and develops appropriate solutions to issues
* Project management on an occasional basis screen layouts, reports, and testing criteria to support development of new or enhanced systems
* Review and analyze user functions, activities, and business needs to develop user stories
* Proactively evaluate available resources and current systems
* Assist in the development of training materials for end users of supported systems
* Participate in pilots, testing, training, and communications in support of system development
* Perform ongoing maintenance and assist in troubleshooting and resolving issues
* Lead recovery actions during program interruptions and other problems
* Coordinate help desk support and ensure the help desk team has the appropriate training related to the Application Specialist’s assigned systems
* Work closely with data owners to ensure systems have the security in place and access is reviewed and approved periodically

## Qualifications for specialist application

* A working knowledge of Adobe Connect and Lync web conferencing is required
* Presentation and Virtual Facilitation experience required
* MCSA certification in SQL Server, Windows 2008/2012
* Experience in application support in an enterprise/multicultural environment
* Experience in operation of IT infrastructure (server, network, desktop)
* Knowledge of computer science, data analysis, concepts, and techniques