



Example of Computer Consultant Job Description

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Our growing company is searching for experienced candidates for the position of computer consultant. 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 computer consultant

- Use identified tools and processes to maintain accurate software and hardware inventories
- Participates in professional associations to stay informed of new developments and technologies
- Coordinate, manage and prioritize Service Now ticket loads for IT ISS / CTS support staff to ensure agreed target and relevant qualitative standards are achieved
- Works with Associate Director (AD) and asset manager to vet and manage SLAs for various service contracts (Managed print services, hardware warrantee/s)
- Works with AD and asset manager to help ensure asset tracking standards are adhered to within the system of record
- Responsible for maintaining equipment and stock levels in storage rooms
- Supervises student staff, including hiring, training, performance feedback
- Facilitates communications between the support team and other groups within the IT Department regarding policies, procedures, changes
- Works with AD to create and manage IT staffing schedule to ensure proper coverage to support business operations
- Works with Service Now admin to develop load / performance metrics for AD and CIO reporting

Qualifications for computer consultant

- Ability to demonstrate competencies in current technology and be capable of making recommendations for technological improvements in order to achieve a validated state
- Familiarity working with database applications and querying information
- Articulation, organization, and the ability to work as part of a team
- BS/BA - Prefer BS in a computer or engineering technical discipline
- One year of job experience preferred, but not necessarily required
- Applicant should be technically minded and should also have good interpersonal skills