



Example of Information Systems Specialist Job Description

Powered by www.VelvetJobs.com

Our growing company is looking to fill the role of information systems specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for information systems specialist

- Provide professional advice and guidance on information systems and database development processes and procedures to internal and external customers, using judgement and creativity to suggest the most appropriate course of action where appropriate, and ensuring complex and conceptual issues are understood
- Support information systems development and administration for individual projects, creating recommendation reports, supported by advances within information systems and database development
- Ensure that the provision of information systems and database development is delivered to the Centre, proactively changing the delivery according to customer requirements
- Create specific working groups from colleagues across the University to achieve Centre objectives
- Develop and deliver training within information systems and database development for trials
- Instruct and guide other employees across the University within information systems and database development in trials as required
- Ensure that work is undertaken and documented in a regulatory compliant way and be prepared for regular audits and inspections, contributing to the development of the Quality management system for the area of information systems and database development
- Collaborate with the 6 PhD program offices and central administration offices

- Ensure all DMS websites are coordinated and effective, and make recommendations for improvement and enhancements
- Create new pages and sections of the website as appropriate

Qualifications for information systems specialist

- Knowledge of chemistry, blood bank, hematology and microbiology skills necessary to satisfy the State of California's description of a Clinical Laboratory Scientist
- Knowledge of regulatory issues, including State, Federal, AABB, C LIA and TJC
- Proficient knowledge in PCs and mainframe database issues
- Work closely with the Applications & Database Developer to develop and maintain Internal Sharepoint sites
- Assist in the maintenance of in house Filemaker databases by creating and updating reports and layouts based upon DMS staff feedback, and assisting staff in running reports as needed
- Assist in the data collection operations of DMS Admissions