



Example of Information Technology Consultant Job Description

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Our company is hiring for an information technology consultant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for information technology consultant

- Develop/revise process documentation
- Designs, modifies, installs, and maintains the SEAS/EOP departmental database in MS Access
- Creates new SEAS/EOP Admission database to monitor new EOP applicants for upcoming Fall term
- Downloads and monitors PeopleSoft/CSU Mentor/XAP student data to SEAS/EOP Admissions database weekly
- Downloads and monitors CSUEB student FAFSA EFC income data to match SEAS/EOP admission data for Fall term
- Monitors the completion status of approximately 13,000 - 14,000 EOP applicants' forms/documents for Fall term
- Prepares SEAS/EOP high school and college matriculated student data for annual Chancellor Office Outreach report
- Transfers SEAS/EOP matriculated student data for Fall to the EOP Retention database after Chancellor Office Fall census
- Prepares Midterm Progress Reports (mid quarter) by identifying students by GPA, class level, and remedial courses
- Writes complex queries and design reports, as required

Qualifications for information technology consultant

depending on severity

- Bachelor's degree (Computer Science highly desirable) or equivalent experience
- Experience in advanced systems analysis/programming/systems administration
- Participation in a lead role within an incident response team
- A professional certification in information security such as CISSP, CISM, GIAC or GSEC is desired
- For manager grade you will need to have a broader perspective of potential issues encountered when managing diverse teams and the strategies to overcome them