



# Example of SharePoint Support Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of sharepoint support. 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 support

- Learn from your peers and from our years of experience through training classes, engineering reviews, and our mentor program
- Grow in your career, and enhance your technical abilities
- Maintain a consolidated Task Tracker to track incoming, existing and completed tasks to PD Army TENCAP from external agencies, to include PEO IEW&S and other stakeholders
- Communicate assignment of the task to the POC
- Ensure the Army TENCAP SharePoint content site is kept up to date and shall be responsible for posting Army TENCAP documentation to the PEO IEW&S or other SharePoint sites
- Coordinate meetings and Video Teleconferences (VTC) conference rooms to support meetings
- Coordinate NIPR, SIPR and JWICS VTCs, Defense Collaborative Services, or other collaborative online meeting systems designated by the government
- Coordinate with external VTC participants and local PD TENCAP network administrators to ensure that all needed participants have appropriate information to view and attend the meetings
- Support property distribution, assignment and tracking of telephones, computers, monitors, printers, and other office equipment and supplies
- Monitor and evaluate emerging technologies and initiatives

## Qualifications for sharepoint support

- Support improvement of customer service functions for source web users, specifically in the areas of Tier 2 prompt troubleshooting and content management training
- BS - IT, Graphic Arts, Computer Science, Business & 3 years of relevant experience
- Maintain qualification currency in web & SharePoint version upgrades
- Experience with records management policy knowledge & archiving data
- Experience designing and developing user interface features, site animation & special effects elements
- Basic understanding of UNIX file structure & capabilities