

Center for Career Planning & Placement (CCPP)

Graduate Placement Services (GPS)

JOB VACANCY FORM[®]

IMPORTANT: The information presented in this document can be shared only internally at UAE University!

Job Reference No.: JV297

Company Name: **United Arab Emirates University**

Company Type: Government

Job Position/Title:	IT Coordinator	Academic Major:	Information Technology - Computer Science - Electronic Commerce - Information System
Salary Range:	Depends on experience	Years of Experience:	At least 6 years
Job Location:	Institutional Effectiveness & Planning Support Unit - UAE University, Al-Ain	Job Type:	Full-time
Nationality:	Preference will be given to UAE Nationals	Gender:	Both Male and Female
Job Description:	IT coordinator is responsible for report development work in the institutional research department. The incumbent works closely with other departments, unit and colleges to identify reporting needs of these entities. He/She will be responsible for training Crystal Reports user within the unit and in other units and colleges of the university. The incumbent will be responsible for liaising with the IT department on issues related to IT. She/he is the designated Crystal Reports Administrator and also responsible for troubleshooting and solving user problems. The incumbent interacts regularly with the custodians of SIS, HRMS and FMS in order to remain current about the changes in the main data sources. He/she has IT skills required to develop, implement and maintain MIS systems for Institutional Research office.		
Minimum Qualifications:	• Crystal Reports Enterprise, SQL and ASP .NET skills are essential. SCT Banner knowledge will be considered an asset • Skilled in using ASP.NET, and other technologies in online systems development • Database and data warehousing (Oracle) • HTML, JavaScript/JScript and Cascading Style Sheets • Web authoring, animation and graphics tools such as Dreamweaver, FrontPage, Flash, Fireworks/Photoshop		
No. of Positions Required:	1		
Job Close Date:	20/03/2013		

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