



Title	Description
Administration Specialist	Support administrative processes related to Finance, HR, Procurement, and/or Facilities Management. Work with Administration staff to understand, document, and implement processes associated with these responsibilities.
Business Systems Analyst	Work with customers and project team members to achieve project goals and meet strategic goals. Partner with customers to understand needs and document business requirements. Collaborate with developers to ensure technology solutions meet customer needs and expectations.
Communications/Social Media Specialist	Manage internal and external communication to represent the organization to the outside world. Create materials to be used for campaigns, such as presentations, posters, articles, and videos. Support a range of online marketing projects. Track analytics for social media campaigns, create social media posting schedules and write content for social media posts.
Data Analyst	Interpret data, analyzing results to better inform decisions. Develop data analyses, data collection systems, and other strategies that improve statistical efficiency and quality. Acquire data from primary or secondary data sources and maintain databases.
Data Center Engineer	Audit servers, storage, network, and power/cooling equipment on the data center floor, documenting findings and entering data into the 3D inventory program.
Developer	Collaborate with business analysts and developers to produce technical requirements and basic prototypes for front-end or back-end integrations. Transform software designs and specifications into high-functioning code in the appropriate language for teaching, learning, research or networking applications. Perform appropriate testing and troubleshooting of code which may leverage container-based pipeline and deployments.
Project Manager	Plan, organize and direct the completion of projects. Coordinate internal resources and vendors to ensure that projects are delivered on-time, within scope and within budget.
Support Specialist	Answer phone calls, emails, chat queries and respond to help desk tickets to assist customers. Diagnose and troubleshoot simple problems related to computer hardware, software, and networks. Write and edit training manuals or help desk content.
System Administrator	Oversee the maintenance, configuration and reliable operation of computer systems and servers. Utilize Infrastructure as Code to build out cloud environments. Resolve issues with complex computer systems including on-premise and cloud-based deployments of foundational technologies related to network, compute and storage capabilities.
Technical Writer/Instructional Designer	Produce high-quality documentation that is appropriate for its intended audience. Work with other teams on product and documentation requirements. Write easy-to-understand user interface text, online help, and developer guides.
UX Designer	Create an optimal experience for the user when they work with a digital or physical product, often drawing on results from user research and workflow analysis. Create product prototypes, develop personas and usage scenarios, determine the information architecture and designs user flows and wireframes.