Columbia University is looking for the best technology specialists and is willing to pay you to help us find them. Refer a qualified Information Technology professional to Columbia University and you may be eligible to earn **$2,000 Pre-tax**. The following openings are available in our department (CUIT). Click on the link below to view the full job description. If you are interested in applying or referring someone for a position please contact CUIT-HR x44705 (Nicole) nw2017@columbia.edu or x43386 (Diane) at drh21@columbia.edu.

**COLUMBIA UNIVERSITY INFORMATION TECHNOLOGY OPENINGS**

**Position:** Sr. IT Project Manager -Grade 15  
**Reports to:** Carol Albertus  
**Location:** McVickar/Thorndike Hall  
**Job#:** 047272  
**Posting date:** 06-15-2006  

* 2 POSITIONS*

Reporting to the Associate Vice President of University Systems, the IT Project Manager provides direction, leads and manages the development and implementation of a major, large and critical high-profile university application project with strategic impact on the core operations and project management processes across Information Technology. The incumbent directs, coordinates, and supervises project-related activities of a diverse implementation team consisting of functional and technical staff; leads, directs, and coordinates the project management team in the design of overall projects and in the development of implementation plans and project timelines.

Bachelor's degree required. Eight years related experience required.  
- Extensive experience with demonstrated organizational and large application project management.  
- Experience managing organizational change and communication.  
- Demonstrated ability to bring projects to completion.

http://jobs.columbia.edu/applicants/Central?quickFind=100697  
http://jobs.columbia.edu/applicants/Central?quickFind=100680

**Position:** Manager Client Support -Grade 15  
**Reports to:** Robert Cartolano  
**Location:** Watson Hall  
**Job#:** 046757  
**Posting date:** 04-20-2006

The Manager will work under general supervision of the Director of Client Technology Services, the incumbent is responsible for the Client Support group, which includes but is not limited to the support of desktop, network and telephony services. Establishes and implements PC policies, procedures and standards and ensures their conformance with information systems goals and procedures. Studies and projects PC resource requirements including personnel, software, equipment and facilities and makes recommendations to management. Maintains currency in new developments and technology. Provides the training of staff and end users. Ensures that security procedures are implemented and enforced on supported equipment and services. Provides leadership in the effective use of PC, network and telephone systems and services. Develops services and support models that includes technical, financial, process and organizational models needed to create successful services for the campus.

Requirements: Bachelor’s degree or equivalent required, Seven years of related experience required. Technology experience in a complex university environment required.

http://jobs.columbia.edu/applicants/Central?quickFind=99822

**Position:** CUIT Project Manager -Grade 14  
**Reports to:** Carol Albertus  
**Location:** 300 Thorndike Hall  
**Job#:** 047271  
**Posting date:** 06-15-2006
Reporting to the Senior Project Manager, the IT Project Manager provides direction, leads and manages a sub team for a large project, or acts as Project Manager on a mid-sized single/multi-client projects. The project manager develops project definitions and project proposals for Executive Management, creates implementation plans and project timelines; develops Requests for Proposals (RFP's) and manages software evaluation and selection efforts.

Requirements: Bachelors' Degree or equivalent work experience
- 5 - 7 year's business experience
- Proficiency and practical application of the system development life cycle and structured project management methodologies
- Proficiency in MS Project and MS Professional

http://jobs.columbia.edu/applicants/Central?quickFind=100696

Position: ERP Technical Team Lead - Grade 14
Reports to: Paul Reedy
Location: 330 5th Ave
Job#: 046761
Posting date: 04-20-2006

The ERP Technical Team Lead will be reporting to the Assistant VP for Operations and Technology Services, the ERP Technical Team Manager manages and directs systems programmers and project teams, whose responsibilities include database administration, environment management, PeopleSoft ERP administration, technical support, batch production, performance tuning and operational readiness activities throughout the design, development, and implementation of ERP information technology projects. Manages major technical commitments and resources to ensure all work is coordinated and completed within prescribed timeframes and budgets; reports against project milestones, schedules, and budgets for sign-off and delivery. Directs status meetings with technical project staff; communicates project status and elevates project risks and scope issues to project management and project directors. Shares responsibility for controlling overall project cost; coordinates the project work plan and schedule for the technical team; prioritizes, assigns and monitors progress of technical team tasks; monitors staff performance, conducts performance reviews, provides advice and guidance. He/she assesses the technical team skill set, determines training requirements, and develops training plans as needed.

Requirements: Bachelor's degree required, Minimum of 5 years related work experience required. Technical infrastructure management experience including large, complex organizations required. PeopleSoft technical infrastructure team management experience and strong understanding of PeopleSoft technical architecture required. Must have strong interpersonal skills and the ability to interact with a highly diverse group of individuals within the University. Must have a solid understanding and broad experience resolving technical architecture, database, and operations issues. Strong oral and written communication skills required. Must be able to plan, make decisions, and use good judgment. Must be able to work within critical deadlines.

http://jobs.columbia.edu/applicants/Central?quickFind=99826

Position: PAC Change Manager - Grade 14
Reports to: Paul Reedy
Location: 330 5th Ave
Job#: 046762
Posting date: 04-20-2006

*This is a temporary position planned for 11 months with the possibility of extension.

The PAC Change Manager will be reporting to the PeopleSoft ERP Project Manager, the Change Manager is a project-based position with primary responsibility for all aspects of process/organizational change management and communications during the implementation of the PeopleSoft Benefits Administration and eBenefits modules for all faculty and staff.

Requirements: Bachelor's degree or equivalent required. Minimum of five years' related work experience required. Experience in change management and/or communications field required. Excellent organizational and communication skills required. Experience with benefits business processes and organizational structure highly desired. PeopleSoft knowledge desired.
*THIS IS A TEMPORARY 12 MONTH POSITION with option to be extended to future projects.*

Reporting to the Functional Manager for Real Estate Property Management during the application systems project, the Change Manager develops the overall change management strategy and plan, and communications strategy and plan, for the implementation of Real Estate Property Management functions within the context of the implementation of a software application solution tailored for these functions. The Change Manager develops the end user training strategy, and manages the Training Lead in the design and the delivery of the training program, materials, and courses. The Change Manager obtains input from the Sponsors, IT Project Manager, Functional Manager, Functional Team Leads, and Business Advisors on the project, and provides feedback from faculty, staff and students for consideration and adjustment in the approach to new processes and system features. The Change Manager evaluates changes in business process flow, how business process changes are accomplished within the new system, and determines how to evaluate and communicate those changes to the user community of faculty, staff and students.

Requirements: Bachelor's degree required. Minimum of 5 years' experience required. Business systems analysis and change management experience including large organizations required. Strong verbal and written communications skills and strong presentations skills required. Ability to create communications and process change management strategy and approach. Ability to conceptualize and develop communication methods and materials to distribute to user community in schools and departments. Ability to liaise with faculty, staff and student groups to solicit input and communicate decisions that impact them. Ability to work with various media formats. Must have ability to manage customer expectations and meet internal client requirements on an ongoing basis.

- 4 TEMPORARY (11 MONTH*) POSITIONS AVAILABLE - *with option to be extended to future projects

(Real Estate Finance, Residential Real Estate, Commercial Real Estate, Medical Center Residential Real Estate)

Reporting to the Functional Manager for Real Estate Property Management during the application systems project, the Team Lead develops the definition of the business requirements for the Real Estate Property Management functions within the context of the implementation of a software application solution tailored for these functions. Working alongside a real estate business process consulting vendor and software consulting vendor, the Team Lead liaises with key stakeholders in the Real Estate and Facilities functions to obtain detail business requirements and escalate and resolve business and system design and implementation issues. The Team Lead gathers business requirements from the key stakeholders, and develops the design of specific business processes and process flows of the Real Estate Property Management application to meet University business requirements.

Requirements: Bachelor's degree or equivalent required. Five years' related experience required. Business systems analysis experience including large organizations required. Ability to learn and act as Functional expert in the real estate business function. Strong aptitude for linking, defining and translating business requirements into technology solutions.
Ability to learn and gain solid understanding of underlying technology processes and data structures. Ability to make/drive to decisions. Strong verbal and written communication skills required. Must have strong interpersonal skills and the ability to manage customer expectations and meet internal client requirements on an ongoing basis.

http://jobs.columbia.edu/applicants/Central?quickFind=99620

**Position:** PAC ERP Developer-Grade 13  
**Reports to:** Paul Reedy  
**Location:** 330 5th Ave  
**Job#:** 047142  
**Posting date:** 06-01-2006

Reporting to the PeopleSoft Technical Development Manager, the incumbent will work as part of a team of technical developers engaged in the implementation and maintenance of the PeopleSoft 8 Payroll application within an enterprise-wide deployment of the PeopleSoft Human Resources/Base Benefits/Payroll suite, and will be fully dedicated to this application is all aspects, including technical and functional analysis, phased implementation, on-line and batch modifications and enhancements, interface development, report development, support of functional teams, and trouble-shooting.

Requirements: Bachelor's degree in computer science and a minimum of three (3) years experience as a programmer/analyst is required. A minimum of three (3) years technical experience in a PeopleSoft HRMS (version 7.x or higher) application using PeopleTools, PeopleCode, and SQR are required, with particularly deep knowledge of the PeopleSoft Payroll application and processes most relevant. Familiarity with DB2 and AIX UNIX.

http://jobs.columbia.edu/applicants/Central?quickFind=100514

**Position:** ERP Senior Systems Analyst/Programmer-Grade 13  
**Reports to:** Paul Reedy  
**Location:** 330 5th Ave  
**Job#:** 046765  
**Posting date:** 04-20-2006

ERP Senior Systems Analyst/Programmer Works for Columbia University and reports to the PeopleSoft ERP Technical Team Manager. The ERP Senior Systems Analyst / Programmer works closely with the PeopleSoft ERP Human Resources (HRMS) Applications Management and functions as a key member of a team of technical developers.

Requirements: Bachelor's degree or equivalent required. Five (5) years related work experience required. Experience as a programmer/analyst or the equivalent. Technical experience in a PeopleSoft HRMS (version 8.x or higher) application using PeopleTools, PeopleCode, SQR, Application Engine, Application Messaging required, with particularly deep knowledge of the PeopleSoft HRMS applications and processes. Excellent written and oral communication skills and the ability to work effectively as part of a diverse team are required.

http://jobs.columbia.edu/applicants/Central?quickFind=99835

**Position:** Systems Analyst Programmer Sr. - Grade 13  
**Reports to:** Ernie Muniz  
**Location:** 201 Philosophy Hall  
**Job#:** 046684  
**Job#:** 047443  
**Posting date:** 04-11-2006

* 2 POSITIONS*

*One position is funded for 2 ½ years*

The Systems Analyst Programmer Sr. will develop, modify and expand new and current programs through analysis and programming, with an emphasis on Unix (both C and scripting language) with some Java. Assist in expanding Student Services application functionality. Current programming is primarily server-based and will be done in UNIX (both C and scripting languages), with some work in Java. Incumbent will be expected to maintain current systems, create effective documentation, support users, and learn new technologies effectively. Works under general direction, reporting to the Leader of the Web Development Team within Student Information Systems (SIS).
Requirements: Bachelor's degree or an equivalent combination of education and experience required. A minimum of four years progressive programming and analysis experience required with 2 years web application development using C and Perl-based CGI scripts in a UNIX environment required. Proficiency in using SQL, Java, JavaScript, HTML, and Application Servers highly desired, as in knowledge of AIX, Sybase, and network security. In addition to exceptional development skills, candidate should demonstrate flexibility and initiative, and have strong interpersonal skills. Experience with large scale University Systems preferred as in an understanding of how technology supports and enhances service provision in Higher Education Administration.

http://jobs.columbia.edu/applicants/Central?quickFind=99709

Position: JAVA Systems Analyst  - Grade 13
Location: 330 5th Ave
Reports to: Halayn Hescock
Job#: 045608
Posting date: 03-07-2006

The Systems Analyst/ Programmer Sr. will work with the Rascal team to determine specifications, maintain, develop, modify and expand new and current web based Java programs. The Systems Analyst/ Programmer Sr. must possess a strong technical background in Java development as well as proven skills at leveraging technologies and working collaboratively. The applicant must have full technical knowledge of systems analysis and programming and be able to organize and assume responsibility for assigned projects. We are seeking a self-starter with excellent interpersonal skills. Individual will be required to talk to users and to develop functional requirements and provide user support via a helpline. A successful candidate will possess good communication skills, both written and verbal to address complex, technical issues to both technical and non-technical personnel. Good testing and deployment skills are a plus.

Requirements: Bachelor's degree required. Four years related work experience. Programming and analysis experience. Experience developing object-oriented applications proficiency in Java and web technologies and methodology. Knowledge of relational database technologies and SQL (Sybase or Oracle) Proven ability to understand complex IT environments Ability to supply accurate times estimates of project change requests. Skilled in problem identification and resolution. Web application design experience (including Model/View/Controller) Communication skills to present ideas and concepts effectively Must be able to work as part of a diverse team

http://jobs.columbia.edu/applicants/Central?quickFind=98053

Position: Network Analyst Sr./A  - Grade 13
Location: Watson Hall
Reports to: Joseph Rini
Job#: 045046/045045
Posting date: 09-06-2005

Under general supervision, the incumbent will be responsible for the design of local and wide area networks, including topology, hardware, software and interconnections to other networks. Prepares and manages budgets for large projects. Provides guidance to customers and departments through experienced consulting, implementation, and debugging. Evaluates and implements network monitoring systems. Prepares and conducts classes on a variety of data communication topics.

Requirements: Bachelor's Degree in Computer Science or related field plus at least four years relevant experience; or the equivalent combination of education and experience. Must have in depth knowledge of: network architectures, topologies and protocols; Cisco IOS and CatOS; EIGRP, OSPF, and BGP; high availability network design; and wireless network design. Excellent project management skills, communication skills and interpersonal skills essential.

http://jobs.columbia.edu/applicants/Central?quickFind=97218
Or
http://jobs.columbia.edu/applicants/Central?quickFind=97181

Position: Systems Programmer B  - Grade 11
Location: 200 Computer Center
Reports to: Benn Oshrin
Job#: 047270
Posting date: 06-15-2006
The incumbent assists in design and development of new computing system hardware and software components from diverse sources including vendors and applications both locally-developed and freely available on the Internet; maintains and improves upon existing systems and software; performs day-to-day maintenance functions required for the proper operation of computer systems as needed.

Bachelor's degree plus two years related experience or an equivalent combination of education and experience.

http://jobs.columbia.edu/applicants/Central?quickFind=100695

Position: Technical Infrastructure Operations Supervisor - Grade 11  Reports to: Victor Warren
Location: 901 Watson  Job#: 046703  Posting date: 04-12-2006

The Technical Infrastructure Operations Supervisor manages and oversees Technical Infrastructure Operations Support activities. This includes supervising personnel in Technical Infrastructure Operations providing scheduling and monitoring support of systems as well as resolving immediate personnel related problems and conducting yearly reviews. Peripheral responsibilities also include managing, monitoring and reporting activities for databases, mainframe/server hardware and software components.

Requirements: Bachelor's Degree or equivalent required. Minimum of 4 years experience in a data processing production environment.

http://jobs.columbia.edu/applicants/Central?quickFind=99731

Position: User Services Consultant - Grade 11  Reports to: John Lussier
Location: Watson Hall  Job#: 047147  Posting date: 06-01-2006

Under direct supervision, the consultant designs and develops new computing system configurations and software for desktop systems and networked servers; integrates hardware and software components from diverse sources including vendors, locally-developed, and freely available applications on the Internet; maintains and improves upon existing systems and software; performs day-to-day system administration functions required for the proper operation of computer systems as needed.

Requirements: Bachelors degree in Computer Science or equivalent experience. Minimum of two years' related experience required. Candidate must have extensive experience managing and supporting Windows 2000/XP and/or Macintosh OS X, and have experience working in a networked environment.

http://jobs.columbia.edu/applicants/Central?quickFind=100520

Position: User Services Consultant - Grade 11  Reports to: David Millman
Location: Watson Hall  Job#: 045712  Posting date: 12-05-2005

Incumbent supports the creation, implementation and use of online (web-based) resources, provides internal and University-wide guidance on moderate to complex problems related to Web-oriented resource development, electronic publishing software and system programs; responsible for documentation and training to make creation of online material easily accessible; develops, installs and maintains software to aid in conformance of Web resources; assists in planning and in preparing grant proposals and articles for publication; is responsible for ongoing maintenance of central web resources; performs other related duties as assigned. Incumbent operates with a moderate degree of independence, but works closely with the publications Manager.

Requirements: Bachelor's degree or its equivalent required. A minimum of two years of related experience required. Experience with current web-based technologies required. Experience with Unix environment required. Excellent oral and written communications skills essential.

http://jobs.columbia.edu/applicants/Central?quickFind=98217
Position Project & Finance Administrator - Grade 10  
Location: 330 5th Ave  
Reports to: Dan Malinowski  
Job#: 046376  
Posting date: 03-09-2006

* 2 Positions Available * This is a Temporary Position for 12 month minimum duration, with option to be extended for future projects.

The Project & Finance Administrator must maintain financial records for the project, including overseeing the project budget, processing invoices against the budget, processing staff and salary changes that impact the project budget, reconcile the monthly financial statements (general ledger, transaction journal, income statement). Reconcile actual charges against the project budget on monthly basis and monitor variances. Report project financial status to Project Director/Manager on weekly basis.

Requirements: High School Diploma or its equivalent required, some college preferred. Three years' related experience required. Experience with basic accounting/bookkeeping required. Demonstrated ability to work independently within a team structure without significant oversight from Project Director/Manager. Requires strong oral and written communication skills. Must be able to handle multiple tasks with competing deadlines and frequent interruptions. Satisfactory typing skills required, ability to proactively research and resolve inquiries and anticipate client/customer needs. Accuracy and attention to detail required. Demonstrated computer proficiency with Microsoft Office tools required.

http://jobs.columbia.edu/applicants/Central?quickFind=99255

Position Computer Operations Coordinator - Grade 10  
Location: Watson Hall  
Reports to: Anil Lilly  
Job#: 045120  
Posting date: 09-22-2005

The incumbent, under direct supervision of the Manager of Academic Technologies in Columbia University Information Technology, is responsible for all aspects of operation and security of assigned public computing facilities. The facilities operate seven days a week, up to 24 hours a day. Responsible for operation and maintenance of computer stations, printers, network connections and related systems that support the facilities. Coordinates and arranges maintenance agreements for equipment with outside companies. Orders and arranges for deliveries of equipment and supplies as needed. Provides technical and operational support for consultants on duty, including the writing of documentation. Periodically, provides direct consulting support to students and instructors. Coordinates overall schedules, announcements and other postings.

Requirements: Bachelor's degree or equivalent combination of education and experience required. Must be familiar with Windows and/or Macintosh microcomputers and related software. Unix experience preferred. Must have the ability to organize own and other's work. Excellent written and oral communications skills required. Excellent interpersonal skills required. Must be able to maintain a flexible schedule to meet emergencies.

http://jobs.columbia.edu/applicants/Central?quickFind=97292

*Restrictions: Human Resources professionals, direct supervisors of the eligible position, students, and casual employees are not eligible to take advantage of this offer.*