

The Wellesley Centers for Women at Wellesley College has a part-time opening (21 hours/week) for a Technology and Database Support Administrator. If you know of any Olin alums who may be interested, please encourage them to apply using the Wellesley College online application. Here's the posting:

The Wellesley Centers for Women at Wellesley College seeks a part-time Technology and Database Support Administrator. The Administrator would report to and work collaboratively with the WCW Information and Technology Systems Manager. Responsibilities would include recommending, evaluating, troubleshooting, and some implementation and/or management of databases and software used by administrative staff and researchers. Responsible for computer ordering and inventory, and software licenses; dissemination of Wellesley College IS information; serve as liaison to College IS department; must keep current on new technologies. Responsible for maintenance/documentation for technical processes; enforces and leads group to standard technical procedures in collaboration with WCW ITS Manager.

Schedule: Full year, 60% time

Minimum Qualifications: BS in Computer Science or Information Systems, or equivalent experience. 3-5 years experience in this field. Knowledge of database interfaces such as Blackbaud, SPSS, Filemaker, in addition to tools such as webinar software necessary. Must be able to work in a culturally diverse environment

Quicklink for Posting: [career.wellesley.edu/applicants/Central?quickFind=50612](https://career.wellesley.edu/applicants/Central?quickFind=50612)