Title | Student Worker for SharePoint

Job Type | Student Employee

Division | Administrative and Business Services, Drexel Business Services

Department | Drexel Business Services

Job Description |

Expectations:

Microsoft SharePoint is a web application framework and platform developed by Microsoft. SharePoint comprises a multipurpose set of Web technologies backed by common technical infrastructure. SharePoint has a Microsoft Office-like interface, and it is closely integrated with the office suite. SharePoint can be used to provide intranet portals, document and file management, collaboration, social networks, extranets, websites, etc. It also has system integration, process integration, and workflow automation capabilities.

Student will be working within the Drexel Business Services (DBS) department with the DBS OneCenter team.

Responsibilities include creating different SharePoint pages based on the needs of each department, creating workflows, lists, as well as daily financial and administrative tasks as assigned.

The ideal candidate(s) will have/be able to:

- knowledge of SharePoint and its capabilities
- strong communication skills particularly in establishing timelines for project completion, providing details/inquiries with his/her clients (ie, departmental focal points)
- conduct independent research as requested

Student worker should expect to commit at least 8 hours a week to working on SharePoint and should be comfortable working on multiple projects simultaneously under limited supervision.

A strong marketplace is essential to recruiting and retaining today’s student. It is the mission of Drexel Business Services to operate and expand a marketplace that delivers high quality services that are customer responsive, built on strong internal and external partnerships, and is integral to the financial strength of Drexel University.
Drexel Business Services is a part of the Division of Administrative and Business Services, overseeing services for three campuses including campus dining, retail management, the university bookstores, vending, DragonCard services, student centers, event and conference services, parking services, printing and mailing, and university housing.

**Qualifications**

Strong organizational and communication skills and the ability to work independently and in a team setting are a must. Candidates should have demonstrated knowledge of SharePoint and the willingness and drive to research SharePoint’s capabilities. Should be comfortable working on multiple projects at once, under limited supervision. The ability to take direction, and work within the confines of the SharePoint platform are essential to this position.

**Minimum Education** | N/A

**Number of Positions** | 1

**Campus** | University City

**Location** | Towers Hall, 2nd floor

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