

**Matthew Berta (part time, remote)**

**Information Technology Senior Professional**

**Supervisor: Bruce Mandt**

***Server Administration***

- Maintain and update the Graduate School's web and database servers
- Upgrade server components to currently supported versions and modify code base for compatibility
- Provide local administration for Graduate School file shares on Isilon server
- Maintain Graduate School container on Active Directory Server

***Web Application Support and Development***

- Provide technical support and development for GAIA, web applications, and Access modules
- Provide guidance and assistance to School of Medicine IT for development of GAIA alternative
- Write reports based on GAIA and CIW data
- Administer numerous web applications
  - Alumni Contacts
  - Postdoc Award
  - Postdoc Inquire
  - Postdoc Jobs
  - Postdoc Leave
  - Postdoc Review
  - Postdoc Visit
  - Teaching Opportunities
  - Timeclock
  - Volunteering Opportunities

***General IT Support***

- Providing IT and software support to Graduate School staff and its affiliates
- Advise on new computer purchases and assist with onboarding new employees
- Assist with Qualtrics and Formstack surveys and registrations
- Assist with Exchange Distribution Group and Listserv maintenance
- Manage and assist with versioned backup system
- Monitor gaia-messages mailbox
- Evaluate new software to replace existing solutions
- Other IT support as required