MISSION
The mission of the Clemson University Foundation is to support Clemson University by promoting growth and stewardship of resources entrusted to us which fulfill our covenants with donors.

VISION
The vision of the Clemson University Foundation will be long-term, stable and significant provider of resources in supporting Clemson University's goals.

VALUES
In all we do, the Clemson University Foundation will conduct itself with the strictest adherence to the following core values:

- Integrity
- Transparency
- Accountability
- Donor Focus

These core values, when lived out, will inspire the confidence of our key stakeholders, create the most productive and rewarding work environment and best position the foundation in fulfilling its vision.

JOB OPENING: IT Consultant I

Location: Hybrid (Clemson University Campus and Remote)
Type: Full-Time

JOB SUMMARY:
Provides technical support and guidance to Advancement staff in the area of Information Management. Develops, maintains, directs, and provides user assistance in problem solving and in the selection of automation equipment. Performs other duties as assigned.

JOB DUTIES:
40% - Essential - Technical Support: Provides computer and network support for Advancement personnel. Installs hardware and software, diagnoses, and resolves technical issues, and provides limited computer training. Relocates equipment, assists with telecommunication setup, transfers data, and establishes network access for 100+ PC and MAC workstations in
Advancement division. Prepares and updates documentation and manuals. Serves as user contact and provides guidance regarding computer hardware, software databases, and network.

20% - Essential - Technical Advising: Provides technical advice to Advancement staff concerning office automation needs, microcomputer, client server, and mainframe interfacing. Collaborates with Clemson University computer groups in the evaluation of equipment and software packages and recommends selections.

20% - Essential - Software and Report Access: Sets-up and maintains access for Advancement staff to software and reports as needed. Provides and maintains confidentiality statements for users who need to access software and reports provided by Advancement. Runs necessary reports on a regular basis. Provides instruction on how to log in and access software and reports.

10% - Essential - Inventory Management: Maintains an inventory of equipment, software, and licenses for Advancement Offices. Communicates with outside software and hardware vendors to investigate products and obtain quotes.

10% - Essential - Computer Program Support: Helps with providing technical support related, not limited to, Office software, e-mail setup and use, tablet use, office phones, smart phones, and other used by Advancement. When necessary, will assist users with escalating their support call to CCIT or outside technical support.

**MINIMUM REQUIREMENTS:**

Education - Bachelor's Degree or equivalent.

**RESPONSIBILITIES**

- JOB KNOWLEDGE - Personal and business computing
- SUPERVISORY RESPONSIBILITIES - Not responsible for supervising employees.
- BUDGETARY RESPONSIBILITIES - Some budgetary responsibilities
PHYSICAL REQUIREMENTS:
80% - Communicate, converse, give direction, express oneself
15% - Perceive, observe, clarity of vision

WORK SCHEDULE:
Standard Hours: 37.5;

OFFICE LOCATION:
Clemson University, Clemson, SC 29678

Email a resume, cover letter, and list of references to CUFHR@clemson.edu

Clemson University Foundation is an Equal Employment Opportunity employer. We make every
effort to provide fair and equal treatment on the basis of merit in all our employment decisions,
including but not limited to decisions concerning hiring, retention, promotions, working
conditions, compensation, benefits, training, and all other privileges, terms, and conditions of
employment. We pledge to treat all employees fairly without regard to race, color, religion, sex,
sexual orientation, gender identity and/or expression, pregnancy, national origin, age, disability,
genetics, military or veteran status, or any other characteristic protected by applicable law.