



POSITION NUMBER: 4265

**UNIVERSITY OF SOUTH ALABAMA  
HUMAN RESOURCES  
ANNOUNCEMENT OF VACANT POSITION**

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**TITLE:** PC Applications Specialist  
Regular/Full-time

Monday – Friday  
8:00 a.m. – 5:00 p.m.

**MINIMUM REQUIREMENTS:** Bachelor's degree in computer science, business, or related field from an accredited institution as approved and accepted by the University of South Alabama and one year PC software applications experience. A degree in computer science may substitute for the required experience.

**ESSENTIAL FUNCTIONS:** Determines departmental software and hardware requirements; installs and configures software and hardware for individual micro-computer, CD-Rom, and small network applications using single LAN protocols; troubleshoots technical software operating problems; modifies system or other files as required; maintains software/hardware inventories; installs upgrades as required; provides training for software usage such as DOS, Windows, OS/2, networks, word processing, spreadsheets, and databases; designs and develops software applications such as customized spreadsheets and databases including advanced macro or complex formula applications; develops statistical applications and departmental reports; develops and writes instructions for existing or developed PC applications; develops FOCUS or other data retrieval programs as required; ability to work schedule as defined and overtime as required; regular and prompt attendance.

Related duties as required.

Qualified applicants may apply in person Monday-Friday, 8:00 a.m. – 5:00 p.m. in the office of Human Resources or complete the electronic employment application forms as per the on-line Application Process instructions and send them to:

Human Resources  
University of South Alabama  
USA Technology & Research Park Bldg III, Suite 2200  
307 University Blvd N.  
Mobile, Alabama 36688-0002  
[jobscampus@usouthal.edu](mailto:jobscampus@usouthal.edu)

**LOCATION:** MCI Administration  
Mitchell Cancer Institute

**OPEN AS OF:** July 2, 2008

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AN EQUAL OPPORTUNITY / EQUAL ACCESS EMPLOYER