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**TECHNICAL ANALYST-SR-(Sharepoint/Exchange)(Job Id 14180)****Location:** Danville:PA**Post Date:** 07/25/2013**Category:** IT**Employment Type:** EMPLOYEE**Description****LOCATION:** Geisinger Office Building I**WORK SCHEDULE:** Days**WORK TYPE:** Full Time, Exempt**JOB SUMMARY:**

Responsible for the following: troubleshooting, expanding and maintaining our current Microsoft SharePoint, Office and Exchange systems.

Analyst will work closely with end users and other Information Technology Teams.

As an analyst, you will be required to participate in on-call rotation.

Other side duties would include documentation of various systems and processes.

Microsoft SharePoint, Exchange and Office experience required.

**COMPETENCIES AND SKILLS:**

- \*Active Directory

- \*Microsoft Exchange Server and/or Outlook Client

- \*PowerShell Scripting

- \*Advanced knowledge of SharePoint

- \*Windows Server and IIS

- \*Microsoft Lync

- \*Ability to self-manage

- \*Ability to multitask, assess and prioritize quickly

- \*Possess a high sense of urgency and commitment to customer service

- \*Ability to work in a team environment

- \*Availability to participate in on-call rotation (24/7 on-call support)

- \*Proficient and familiar with MS Office 2010/2013 Suite including the Outlook Client.

- \*Excellent customer service and telephone skills, and experience in a professional service environment, with responsibility for supporting multiple applications and network environments.

- \*Ability to provide formal and informal learning opportunities that focus on technology tools and themes including workshops, technology demonstrations and discussions centered on the technology supported by the team.

- \*Experience with web and interactive/simulation development

- \*Expertise with one or more eLearning authoring tools (e.g. Camtasia, Captivate, Lectora, Softchalk, Articulate)

- \*Application of social networking, online collaborative tools, and mobile solutions to support learning.

- \*Must have good verbal and written communications skills.

- \*Must have very strong problem solving skills.

**EDUCATION AND/OR EXPERIENCE:**

- \*Must have a minimum of 6 yrs of computer experience and/or a bachelor's degree in Computer Science, Computer Information Systems, or an equivalent combination in education and work experience

**Job is listed as Senior but can be filled at a lower pay grade with salary commensurate with experience.**

*The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements considered necessary to successfully perform the job.*

**GEISINGER HEALTH SYSTEM**

Geisinger Health System serves nearly 3 million people in Northeastern and Central Pennsylvania and has been nationally recognized for innovative practices and quality care. A mature electronic health record connects a comprehensive network of 4 hospitals, 38 community practice sites and more than 900 Geisinger primary and specialty care physicians.

As a not-for-profit, integrated-delivery health system, Geisinger is a national model of physician-led healthcare delivery. Geisinger is a leading-edge teaching institution with nearly 40 accredited residency and fellowship programs. Geisinger performs cutting-edge laboratory research at The Sigfried and JanetWeisCenter for Research.

The fourth annual Truven Health Analytics (formerly Thomson Reuters) 15 Top Health Systems study ranks Geisinger as one of the top 15 health systems in the United States. Geisinger was also recently named to the Becker's Hospital Review "100 Best Places to Work in Healthcare" list for 2011.

Geisinger offers a competitive compensation package beginning day one of hire including comprehensive medical and retirement program benefits, domestic partner benefits, and more.

\*\* Does not qualify for J-1 waiver. We are an Affirmative Action, Equal Opportunity Employer  
Women and Minorities are Encouraged to Apply