

## **SharePoint IT Specialist**

Gray Leaf Consulting has a requirement for an entry-level part-time computer science professional able to work from home to customize SharePoint-based solutions for government and private industry customers. Premium pay is provided which includes paid training for the right candidate.

This position requires a basic yet solid understanding of programming logic and a commitment to meet project deadlines. Must actively participate in SharePoint technical Sprint reviews, retrospectives, and planning sessions and will be responsible for ensuring efficient and high quality software deliverables while proactively addressing technical feasibility and issues to proposed solutions. Projects will include developing SharePoint sites, libraries, lists, and facilitating document migrations while creating/debugging workflows, custom web parts, and other SharePoint development tasks to meet the increased needs of multiple customers.

### **Key Responsibilities**

- Develop new SharePoint document libraries and workflows for a spectrum of users and clients
- Participate in agile project management meetings to elicit epics and user stories, to include design, user-interface development, security access, and testing
- Migrate large volumes of document assets from file servers into SharePoint libraries.
- Consult clients on the value and related considerations of using metadata in document management
- Implement KPIs (Key Performance Indicators), dashboard, surveys, and custom calendar events using SharePoint
- Design information architecture for new and existing SharePoint sites
- Designs, implements, and maintains complex data structures within SharePoint.
- Create technical design based on user stories and acceptance criteria.
- Produce new Web-parts or update existing Web-parts with custom .NET code packaged and deployed across a SP Farm or site collection from design specifications
- Implement technical design that would include coding and styling of the customer's site using JavaScript and jQuery to meet functional and technical specifications.
- Advise users on SharePoint data schemas
- Collaborate with security and network teams to establish and security standards per organizational mandates

### **Skills/Abilities**

- Experience with JavaScript, jQuery
- Strong communication skills
- Self-motivated and dedicated to meet project deadlines and objectives

### **Other Desired Qualifications**

- Experience with programming languages including Java, C#, C++
- Software development experience including Website design using Microsoft .NET/Visual Studio
- Understanding of database design including SQL, MySQL

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