

# Academic Computing Specialists

Wake Forest University is dramatically increasing its use of computers in the life of the University, and it will soon begin issuing laptops to all entering students. Many departments already incorporate significant use of computers in the undergraduate curriculum, but this program opens the opportunity to reconsider many of the traditional methods of teaching and learning. Toward that end, the University seeks several Academic Computing Specialists to assist in the accomplishment of the new mission. These persons will:

- Locate and evaluate computer hardware and software to be purchased by the department for instructional and research applications.
- Provide training on computer software and hardware to students and faculty.
- Install and develop software on PCs and workstations to enhance departmental computing.
- Install and maintain departmental computing facilities and networks, including installation of upgrades, backups, etc.
- Work with the Computer Center to plan, develop and test applications to be used on the desktop and in the departmental computer labs.
- Participate in a team of trainers coordinated by the library to provide computing instruction for the entire campus, including the orientation of new students.

Effectiveness in written and oral communication is required. Experience working with and troubleshooting of PC hardware and software is preferred. Candidates will have demonstrable knowledge of operating systems (Unix, DOS, Windows, OS/2) and networking (TCP/IP ). BA/BS preferred.

In addition to providing generic computing support outlined above, Specialists will support particular disciplines in the social sciences, humanities, fine arts, and natural sciences. Expertise in one of these disciplines is preferable. [Click here for area-specific additions to this position description.](#)

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Send letter of application and resume to:

Office of the Provost  
ACS Screening Committee  
P.O. Box 7424  
Wake Forest University  
Winston-Salem, NC 27109

For full consideration, applications should be received by June 15, 1995. Earlier responses are appreciated and encouraged. Applications will be accepted until the jobs are filled.

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# Academic Computing Specialist

## Mathematics and Computer Science, Military Science

In addition to providing general computing support as described in the Academic Computing Specialist page, the specialist supporting the Department of Mathematics and Computer Science and the Department of Military Science will have the following responsibilities:

- Install, maintain, and support those software packages currently used in the department for instruction, such as MATLAB, Maple, SPSS, SAS, and LaTeX.
- Investigate and monitor emerging computer and information technologies useful for mathematics, statistics, and computer science education. Keep faculty informed regarding the availability of such developments. Support faculty in the installation, testing, distribution, and training associated with these technologies.
- Provide support for advanced scientific word processing.
- Support users and software in the UNIX workstation environment as well as the personal computer environment.
- Review and order computing equipment and software for the department.
- Work in coordination with the systems manager and student assistants to install, maintain, and support departmental computing.

Additional qualifications for this specialist:

- A mathematics major with a computer science minor or a computer science major with a mathematics minor is preferred. Coursework in statistics will be weighed positively, as will the applicant's working knowledge of and interest in the subject area.
- At least two years of related experience is desired.
- Preference will be given to candidates who are knowledgeable in scientific word processing, symbolic computing, and the use of statistical packages.
- Knowledge of basic networking issues, particularly those pertinent to a



heterogeneous environment of UNIX workstations and personal computer systems, is desired.

- Excellent programming skills, including shell or script programming, and knowledge of operating systems beyond that of the casual user, are required.

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# Academic Computing Specialist

## Health and Sports Science, Psychology

In addition to providing general computing support as described in the Academic Computing Specialist page, this specialist should have experience, proficiency, and interest in providing support with the following software:

- Statistical packages
- Data base and spread sheets
- Analog/digital recording
- Laboratory experiment packages
- Data transfer to and from mainframes
- Desktop publishing
- Multimedia including CD-Rom and networking
- Presentation graphics
- Local area networks
- Computer/scanner scoring
- Word processing
- Interface with Library, Registrar, administrative software

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# Academic Computing Specialist

## Economics, Sociology, Speech Communication

This Specialist will provide general computing support as described in the Academic Computing Specialist page. In addition, we will be looking for the person who represents the best mix of the following skills:

- Experience and proficiency with statistical packages such as SPSS.
- Experience and proficiency in programming with C language. The person will have to develop customized programming to produce instructional material which will use graphical interactive interfaces, multi-media applications requiring control of peripherals such as video tape players, laser disk players, and other media instruments.
- Experience and ability to produce computer aided instruction (CAI) material with the use of multi-media applications including the use of static video, full motion video, audio and text. The person will have to advise faculty as well as work independently in the conceptualization and the implementation of social science specific CAI material.
- Experience and proficiency in programming in hypertext markup languages that can be used in the development of CAI material to be used on the Internet. Familiarity with the World Wide Web and specific instructional application of the Web is preferred.
- A background which combines familiarity with social science disciplines and computer science so that the person can be sensitive to the special needs of social science teaching, social science research and the implementation of social science specific CAI.
- Flexibility to be willing to work with faculty programming needs and student's basic computing questions.

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# Academic Computing Specialist

## Chemistry and Physics

In addition to providing general computing support as described in the Academic Computing Specialist page, this specialist will help faculty incorporate the use of computers into the chemistry and physics curricula. Interest and ability in the following areas would be helpful:

- Interfacing computers to instructional lab equipment.
- Developing graphical interfaces to tutorial software in chemistry and physics.
- Using symbolic mathematics software such as Mathematica or Maple.
- Supporting and maintaining molecular modeling software.

B.A./B.S. in chemistry or physics preferred.

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# Academic Computing Specialist

## Calloway Hall

### Calloway School of Business and Accountancy

In addition to providing general computing support as described in the Academic Computing Specialist page, the specialist supporting the Calloway School of Business has the following additional responsibilities:

- Monitor computer and information technologies to keep faculty informed of the emerging computer and information software in various areas of business.
- Help translate these technologies into scholarly tools that the faculty can deploy in their teaching and research (or more generally, in their scholarly activities).
- Support faculty in the installation, trial and testing of these technologies
- Trouble shoot the specific educational software
- Trouble shoot the hardware in conjunction with the appropriate University hardware and/or network support personnel.
- Maintain School-wide software such as Lotus Notes, spreadsheet, word processing, presentation, and TCP/IP applications including internet.
- Help locate external data bases (on the web, subscribed and other types) and develop and provide support for the faculty to access these.
- Keep abreast of School's curricular evolution to suggest most appropriate resources.
- Help the administrative staff of the school to develop, install and maintain administrative information systems.
- Help maintain the student labs and computer classroom in the phase-in period.
- Cooperate with the computer center to manage our connectivity and maintain PC-NFS.

Additional qualifications for this specialist:

- Bachelor's degree in business or accounting is preferred.
- At least two years of experience with the support of business software, particularly

with Lotus Notes, Spreadsheet programs, word processing, data bases, presentation graphics and internet utilities.

- Knowledge of PC environment, DOS windows, TCP/IP, basic network management.

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# Academic Computing Specialist

## Art, Music, Theatre

In addition to providing general computing support as described in the Academic Computing Specialist page, this specialist will provide discipline-specific support to three departments: Art, Music, and Theatre, and thus the person hired must have a wide range of knowledge. Skills and expertise needed for this position include:

- familiarity with both Macintosh and IBM hardware and software
- expertise in Computer Assisted Design
- knowledge of interactive CD-ROM programs for these departments
- ability to facilitate conversion from slide presentations to computer-based presentations for classroom and public presentation purposes
- creation and maintenance of databases for images, mailing lists, etc.
- design and set-up of a computer lab for students
- desktop publishing and graphic design, including illustration and painting programs in addition to layout
- computer-generated and computer-controlled sound for theatrical productions

Ability to assist and train faculty as they convert to new hardware and software will be very important. Software currently in use in the departments includes the following: MacWrite II, Microsoft Word, WordPerfect, Excel, Claris Works, Now Up To Date, FileMaker Pro, PageMaker, PhotoShop, Freehand, Streamline, Minicad+, Canvas, Virtus, StrataVision, Aldus Illustrator, Hypercard, Disinfactant, and Finale.

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# Academic Computing Specialist

## Anthropology and Biology

In addition to providing general computing support as described in the Academic Computing Specialist page, this specialist will help faculty incorporate the use of computers into the Anthropology and Biology curricula. Requirements:

- Open, flexible person who will be able to interact with, and balance the needs of, the two Departments (ANT and BIO).
- Familiarity with Social Science and Biological research problems.
- Interest in supporting academic instructional and research needs.
- Network skills, including remote site work (WWW, for example)
- Software skills:
  - Word Processing support
  - Desktop Publishing support
  - Data Base and Spreadsheet support
  - Data Transfer to on-site and off-site mainframes
  - Imaging support
  - Multimedia support (including CD-ROM and Network)
  - Library support
  - Computer Aided Design support
  - Statistical Program support (analytical design support not essential)
  - Presentation Graphics software
  - LAN support
  - Registrar (Department information needs) support
  - A/D support

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