DATE POSTED: **October 31, 2019**
CLOSING DATE: **November 15, 2019 – 5:00 P.M.**

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Job Announcement

The following Full-time position is available in our organization. Interested applicants who meet the Minimum Qualification Requirements must submit an online application at https://store.ite.net/careers/ no later than the posted closing date above**.**

JOB TITLE:	**COMPUTER PROGRAMMER APPRENTICE**
DEPARTMENT:	**FINANCE & ACCOUNTING**
LOCATION:	**GUAM**
SALARY LEVEL:	**N/A**
STARTING SALARY:	**$12.00 PER HOUR**
FLSA STATUS:	**NON-EXEMPT**
OPENINGS:	**1**
JOB POSTING #:	**#7922	#G-85-2019-09**

Job Summary:

The Computer Programmer is responsible for providing computer programming to facilitate data extraction and data processing in support of the execution of the Fraud & Revenue Assurance processes and responsibilities; responsibilities shall include extraction, validation and analytics relevant data as may be generated from the various network elements, financial and billing systems as well as providing hardware and data storage support to ensure data quality and preservation.

Essential Duties and Responsibilities:

The Employee will:

1. Know and uphold established IT&E Mission, policies and procedures, IT&E and Department objectives, quality assurance and safety programs and standards.

2. Process data and develop computer scripts and programs to transform data into relevant information for business analytics as well as regular financial- and operations- related reporting requirements.

3. Assist in configuring and installing relevant servers and computer hardware and software;

4. Create, debug, modify and maintain programs and scripts to ensure quality of data generated and alignment with compliance and monitoring objectives of the team.

5. Provide assistance in relevant data storage support including data back-up, data restore, disaster recovery and storage management.

6. Perform other related duties or tasks as assigned or required.

<u>Minimum Qualification Requirements:</u>

<u>Education</u>: High School Diploma or equivalent. Must be able to meet the eligibility for enroll into designated educational institute of high learning to complete educational courses required for the apprenticeship program.

<u>Work Experience</u>: Any equivalent combination of experience which provides the minimum knowledge, abilities and skills.

<u>Licensure/Certification/Professional Association:</u>

None required

<u>Special Knowledge, Skills and Abilities:</u>

1. Knowledge of:

    a. Computer systems, computer hardware and software applications.
    b. Relational Database Management Systems (MS SQL, Oracle, etc.)
    c. Structured Query Language (T-SQL, PL/SQL, etc.)
    d. Use of personal computer hardware and Microsoft software programs to include MS Excel, Access, MS Outlook and Word

2. Skills in:

    a. Efficiently managing material resources
    b. Troubleshooting hardware and software problems

3. Ability to:

    a. Communicate clearly, concisely and accurately with all levels of staff and customers, both verbally and in writing
    b. Establish and maintain effective working relationships with other departments
    c. Make logical and sound decisions in the resolution of difficult situations
    d. Perform in a self-directed, hard-working, creative and forward thinking manner

As an Equal Opportunity/Affirmative Action Employer, we afford equal opportunity to all applicants and employees for hire and promotion without regard to race, color, origin, gender, age, marital status, religion, veteran status, gender identity, sexual orientation, pregnancy or disability or genetic information.

IT&E is a Drug Free Workplace