

JOB ORDER: #7-0663

[x] PART-time [] FULL-time

IMPORTANT NOTICE: SUNY ORANGE Office of Career & Internship Services **DOES NOT** screen Jobs and/or Employers. Any arrangements that you (the student) make are solely the responsibility between you and the employer.

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|--------------------------------------|--|---------------------------------------|---|---------------------------------|--------------------------------------|--------|
| JOB TITLE | HELP DESK ANALYST | | | | | |
| Opening Date | 10/02/07 | | | | | |
| Duration | Permanent[X] Temporary[] Continuous[] | | | | | |
| Firm name | Epicor | | | | | |
| Mailing address | 15 Governor Drive | | | | | |
| Type of Company | Newburgh, NY 12550 | | | | | |
| Telephone # | | | | | | |
| Fax # | (845) 926-1318 | | | | | |
| Contact | Nancy Tubbs | | | | | |
| E-Mail | ntubbs@epicor.com | | | | | |
| Job location (town/city) | Newburgh, NY | | | | | |
| Hours of work | 6:00 p.m. to 10:00 p.m. - 5 days a week. | | | | | |
| Education required | None specified | | | | | |
| Major required | None specified | | | | | |
| # of openings | 1 | | | | | |
| Salary | \$9.00 to \$14.00/hour DOE | | | | | |
| HIRING REQUIREMENTS | | | | | | |
| Drivers License [] [x] Yes No | Employment Test [] [x] Yes No | Physical Exam [] [x] Yes No | Needs Own Tools [] [x] Yes No | References [x] [] Yes No | Computer Skills [x] [] Yes No | Other: |
| Job summary | | | This position provides reliable, high quality Tech Support to our end users in a professional manner. Retail experience is a plus, but not required. Microsoft Word & Excel Skills needed, excellent verbal & written communications skills, type at least 35 WPM, dedicated to providing a high level of Customer Service. Computer experience, degree or skills are required. | | | |
| Resume required | | | YES [x] NO [] | | | |
| Category | | | CIS | | | |
| To apply | | | CALL [] FAX [x] E-Mail [x] | | | |

FOLLOW-UP CALLSDate Called/FaxedPosition Still Open

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