Sul Ross State University  
Position Description

Official Title: Technology Assistant  
Salary Group: 5  
Job Code: 5807

Summary
Function: Performs varied tasks relating to the preparation and processing of procedures, data collection and reporting, and departmental and clerical duties.

Scope: Works with end users to assist with procedural and operational support.

Duties
Essential: Assists end users by addressing and routing questions and inquiries on departmental policies and procedures; prepares, records and distributes reports; assists with departmental clerical duties; assists other teams within OIT; maintains procedures and policies to ensure the security and integrity of system/networks; assists in the implementation of institutionally appropriate and effective disaster recovery plans. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Performs additional job-related duties and responsibilities as requested.

Supervision
Received: Reports to Team Leader.

Education
Required: High school graduate or equivalent.

Preferred: Some college

Experience
Required: One year of experience in information technology systems.

Equipment/Skills
Required: Knowledge of modern computing systems; ability to organize work effectively with an understanding of organizational policies and activities; ability to sit, reach, sort, file, type, write by hand, operate a personal computer and perform data entry while performing essential functions; proficiency in communication, both oral and written; ability to lift, hold and carry approximately 20 pounds.

Working Conditions
Usual: Office conditions. Position is Security Sensitive.

Special: May be required to work a flexible schedule, including nights, weekends and holidays.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: June, 2003