

Sul Ross State University
Position Description

Official Title: Computer Technical Center Coordinator HSI-STEMAP **Salary Group:** Unclassified (4)
Job Code: 3226

Summary

Function:

Scope:

Duties

Essential: Oversee and manage the technology needs of the computer labs for HSI-STEM grant, including renovations and equipping of labs and classrooms; Regularly assess equipment/technology needs of the labs; Generate student and faculty awareness of interest in support services provided; With Project Director, analyze Center usage and student performance data; Program and develop software applications for extracting data from central data source (ERP) for generating reports and aiding in the development of strategies to ensure at-risk students receive services; Assist in the installation and upkeep of all Tech Center equipment and software; Maintain inventory of all technology items, updated bi-annually; assist other teams within the Office of Information Technology; Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

Supervision

Received:

Given: Oversee the Center personnel, including student workers

Education

Required: Bachelor's degree in Computer Science or related field

Preferred: Master's in Computer Science or related field

Experience

Required: Experience in software development and programming, Two or more years of experience with supporting a networked computing environment; Experience with Linux and Windows 7; Experience in PL/SQL scripting and Java. Communications and interpersonal skills; Two years supervisory experience; Ability to work as a team leader

Preferred: Certifications in Linux, Java, Oracle, or MCITP

Equipment/Skills

Required:

Preferred: Knowledge of both PC and Mac platforms; Bilingual: Spanish/English

Working Conditions

Usual: Position is Security Sensitive.

Special:

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

Resources Director
Date revised: October, 2011