

# Sul Ross State University

## Position Description

**Official Title:** Title V Postbaccalaureate Grant – Integration Analyst  
**Salary Group:** Unclassified 2

**Job Code:** 3805

### Summary

Function: Assist the Office of Information Technology with the acquisition, installation, and testing of the new distance education technology; support faculty/staff distance education training and development; support Graduate Student Center's mini-lab; and assist OIT with conversion of graduate admissions to an electronic process.

Scope: Working with OIT Department and Project staff to create graduate distance learning opportunities.

### Duties

Essential: Troubleshoot new systems and software during pilot and prior to institutionalization; work closely with the Instructional Designer in the design, development and pilots of the distance learning network infrastructure; work with the OIT Department to install new hardware, software, and equipment to implement online courses; support faculty/staff training (with Instructional Designer) and Graduate Student Center mini-lab; assist in evaluating distance education pilots. 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: Title V Postbaccalaureate Project Director

Given: None

### Education

Required: Bachelor's Degree in IT or related field.

Preferred:

### Experience

Required: Five years experience, focus on online and communications technology; two years project/personnel management experience at post-secondary level; two years experience with development of distance course delivery systems.

Preferred:

### Equipment/Skills

Required: Excellent verbal and written communication skills.

Preferred:

### Working Conditions

Usual: Exempt from overtime provisions. Position is Security Sensitive.

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

Date revised: November, 2009