

## **Sul Ross State University Position Description**

**Official Title:** Computer Lab Coordinator    **Salary Group:** Classified (9)    **Job Code:** 5803

### **Summary**

Function: To manage computer laboratories for specialized instructional and/or research computing applications.

Scope: Responsible for Supervising all operations of laboratories including scheduling, user assistance, software management, hardware integrity, imaging, and planning for future needs.

### **Duties**

Essential: Schedules labs, operational personnel, and upgrades; troubleshoots problems with hardware and software and arranges for their resolutions; installs new software and hardware, maintains supply inventory; assists users with problems and provides education and information on lab use and capabilities, and keeps informed of state-of-art hardware and software.

Non-Essential: Performs other duties as assigned; interviews vendors and sales representatives; prepares periodic and special operation and planning reports as required; and evaluates software and hardware to accomplish labs' mission.

### **Supervision**

Received: Works under minimum supervision. Desired results are clearly defined. Expected to resolve work problems as they arise, referring to the supervisor only those situations which involve interpretations of policy or establishment of new procedures. Reports to the Manager of User Services.

Given: Supervises subordinate employees in labs, primarily student workers, in labs, recommending hiring, suspension, promotion, or discharge.

### **Education**

Required: Completion of high school or GED

Preferred: Bachelor's degree in computer related area or in field related to the users of the labs.

### **Experience**

Required: Two years of experience with software and hardware in use within the labs.

*Any equivalent combination of experience, education and training may substitute for these requirements.*

### **Equipment/Skills**

Required: Demonstrated expertise in one or more software applications including but not limited to Microsoft Project; Visio; Microsoft Access; and Web content management systems; ability to organize and 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; proficient in communication, both oral and written; ability to lift hold and carry approximately 50 pounds.

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Preferred:

**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: September, 2011