Sul Ross State University
Position Description

Official Title: Lab Technology Specialist   **Salary Group**: 9 **Job Code**: 5804

Summary
Function: Provide oversite and technical support to faculty and staff as they integrate computer and media technologies into instructional curricula.

Scope: Work with team to design, plan, implement, and maintain instructional technology.

Duties
Essential: Assist in ordering installing, maintaining and troubleshooting computer equipment and software. Assist in developing both standards and exploratory technology for classrooms and laboratory environments. Responsible for all Open and Specialty Lab Spaces at Alpine Main Campus and the Range Animal Science Facility. Maintain schedules of use as well as update schedules for hardware and software for all computer lab spaces. Work with faculty to ensure best pedagogical outcomes from technology-driven spaces. Develop logged responses in LTAC. Collaborates with other O.I.T. functional units. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Unique to the particular department and other duties as assigned.

Supervision
Received: Reports to the Director of Distance Education.

Given: May supervise student employees.

Education
Required: Completion of High School or GED.
Preferred: Bachelor's degree in Computer Science, Educational Technology, or bachelor's degree with significant experience in computer technology and interactive learning.

Experience
Required: Experience setting up computer hardware, peripherals, and software.

Preferred: Experience in technology instructional methods and room technology development.

Equipment/Skills
Required: Knowledge of pc's, laptops, data projectors, video conferencing and systems operations; good communications skills.

Preferred: Diagnosis and repair of computer systems.

Working Conditions
Usual: Exempt from overtime provisions.

Special: Position is security sensitive.

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

Date revised: September 29, 2016