UNIVERSITY OF RHODE ISLAND  
Position Description

TITLE: Coordinator, ITS Communications & Data Systems/Financial Management Support

DIVISION: Academic Affairs (Information Technology Services)

REPORTS TO: Vice Provost, Information Technology Services; Manager, ITS Business Operations

GRADE: 09

SUPERVISES: Not applicable

BASIC FUNCTION:

Responsible for financial control functions related to all communication systems offered by the University of Rhode Island, including implementation and oversight of rate setting and chargeback processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist the Vice Provost for Information Technology Services with the implementation and operations of new communication billing software systems for University-wide voice, video and data services, including the following: supporting the development of rate structures and allocation options for administrative, student and external sales of data, voice, and video services; reconciliation of related databases and the creation of communication reports, including preparing State-required reports; and supporting the development of departmental and University long-range plans.

Assist the ITS Business Manager with establishing and maintaining systems and procedures to automate and improve ITS business processes, including the following: coordinating with managers for the renewal of all of the ITS maintenance contracts, software licenses, and payment schedules for existing and new contracts critical to the University; assisting the ITS Business Manager by interfacing with the University’s Budget Department and ITS Department heads to ensure that departmental expenses and initiatives are funded in conjunction with budget policies and procedures.

Assist with the department’s chargeback processes including billing, expense/revenue analysis, etc. Maintain all financial records for chargeback of departmental services and work orders, sub-contracts and projects.

Assemble financial, voice traffic, and network information to be used in the generation of Requests for Proposals, planning, migration to VoIP, etc.
OTHER DUTIES AND RESPONSIBILITIES:

Perform other administrative support functions as assigned by the Information Technology Services Vice Provost or Business Manager.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database Management, and spreadsheet software; financial and office systems.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

**Required:** Bachelor’s degree, preferably in a business-related discipline, and a minimum of three years of experience in accounting/financial management, or comparable business function; a working knowledge of rate setting processes and computerized financial and office systems; strong interpersonal skills; excellent written and verbal communication skills. **Preferred:** Working knowledge of telecommunication industry laws, tariffs and regulations; experience in implementing telecommunications billing systems; experience in higher education; and supervisory experience.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**