Senior Information Technologist, Distributed Support (CELS)

Posting Details

Position Information

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<thead>
<tr>
<th>Posting Number</th>
<th>SF00004</th>
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<tbody>
<tr>
<td>Job Title</td>
<td>Senior Information Technologist, Distributed Support (CELS)</td>
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<tr>
<td>Position Number</td>
<td>108167</td>
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<td>FTE</td>
<td>1.00</td>
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<td>FLSA</td>
<td>Faculty/Professional Staff</td>
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<tr>
<td>Position Type</td>
<td>PTAA - Professional/Tech/Admin Assoc</td>
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<tr>
<td>Union</td>
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<tr>
<td>Pay Grade Level</td>
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<tr>
<td>Pay Rate</td>
<td>$52,425-$61,367 (Anticipated hiring range)</td>
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<tr>
<td>Status</td>
<td>Calendar Year, Full-time, Permanent</td>
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Department Information

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<thead>
<tr>
<th>Department</th>
<th>Info. &amp; Inst. Technology Serv</th>
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<tbody>
<tr>
<td>Contact(s)</td>
<td>Gail Henriques</td>
</tr>
<tr>
<td></td>
<td>Office of Human Resources</td>
</tr>
<tr>
<td>Contact Phone/Extension</td>
<td></td>
</tr>
<tr>
<td>Contact Email</td>
<td><a href="mailto:ghenriques@uri.edu">ghenriques@uri.edu</a></td>
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Physical Demands

Must be able to perform physical, activities, such as, but not limited to, lifting heavy electronic equipment (up to 30-40 pounds unassisted); bending, standing, climbing or walking. Must be able to safely use manual tools and power equipment common in the maintenance and repair of electronic media equipment.

Campus Location

Kingston

Grant Funded

No

Extension Contingency

Notes

Duties and Responsibilities

This is a full-time, permanent position.

Application Deadline: Search will remain open until filled. First considerations will be given to applications received by March 9, 2015. Second consideration may be given to applications received by March 30, 2015. Applications received subsequent to the second consideration date (March 30, 2015) may not be given full consideration.

BASIC FUNCTION:
Responsible for information technology systems in a department or area, analyzes needs, and determines and implements appropriate solutions. This particular position supports information technology services and systems in the University's
College of Environment and Life Sciences (CELS). This position provides authoritative assistance to customers. May also serve as senior technologist on a project team that involves other support staff. Performs duties and responsibilities with minimal supervision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**
Responsible for providing technology support for a college within the university, supporting computer laboratories for classroom instruction, administrative uses of information technology including file and web servers, and other events within the college. This includes supervising staff and student workers, maintaining computerized schedules/records, equipment setup, maintenance, and installation. Serve on college computer advisory committees as appropriate. Remain up-to-date with state-of-the-art technology. Provide hardware, software and networking support within CELS facilities.


Serve as the senior technologist responsible for a complex system or application. Analyze the information technology needs of a department or area and determine appropriate solutions.

Provide authoritative technical consultation to customers.

**OTHER DUTIES AND RESPONSIBILITIES:**
Respond to technical emergencies outside of the normal working hours as needed. Must be able to perform all duties on a distributed basis, with minimum supervision. Coordinate with CELS Dean regularly. Daily priorities are set by CELS Associate Dean of Academic Affairs.

As part of training, perform functions normally assigned to a Lead Information Technologist, although to a lesser degree.

Perform the duties of an Information Technologist and perform other related duties and responsibilities as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**
Personal computers, printers and word processing, database management, and spreadsheet software.

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

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**Required Qualifications**

**REQUIRED:**
1. Bachelor’s degree;
2. Either 2 years’ experience in an information technology position, or 4 years’ experience in a position that included a substantial amount of information technology work;
3. Demonstrated ability to address needs of distributed support;
4. Demonstrated experience in use of desktop computer hardware and software (Windows 7, 8 & 8.1 and/or Mac platforms);
5. Demonstrated knowledge of security and technology on Windows 2008R2/2012R2 server;
6. Demonstrated understanding of the server administrative tools associated with Active Directory and virus/firewall applications commonly used on Windows 2008R2/2012R2 servers;
7. Demonstrated evidence of having had experience in performing duties and responsibilities with only minimal supervision;
8. Demonstrated strong interpersonal skills;
9. Demonstrated ability to communicate effectively verbally and in writing;
10. Demonstrated ability to supervise support staff;
11. Must provide own transportation;
12. Demonstrated ability to perform physical activities.

**Preferred Qualifications**

**Preferred:**
1. Master’s degree;
2. Demonstrated experience teaching;
3. Demonstrated providing effective customer services (preferably in higher education);
4. Demonstrated evaluating products, and preparing reports;
5. Demonstrated experience in the design of multimedia systems for classroom support;
6. Demonstrated experience supporting needs of classroom instruction;
7. Demonstrated experience in college level academic and administrative technology activities is also desirable.
Environmental Conditions

ENVIRONMENTAL CONDITIONS:
This position is not substantially exposed to adverse environmental conditions; however, the individual must be able to work safely in an environment with possible exposure to electrical hazards.

Posting Date
02/18/2015

Closing Date

Special Instructions to Applicants

Please attach 2 (PDF) documents to your electronic Employment Application: (#1) Cover Letter and (#2) Resume, which should include the names and contact information of three references.

Application Deadline: Search will remain open until filled. First considerations will be given to applications received by ________, 2015. Second consideration may be given to applications received by ________, 2015. Applications received subsequent to the second consideration date (______, 2015) may not be given full consideration

Quicklink for Posting
http://jobs.uri.edu:80/postings/117

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. How did you hear about this employment opportunity?
   - Public Job Posting
   - Internal Job Posting
   - Agency Referral
   - Advertisement/Publication
   - Personal Referral
   - Website
   - Other

2. * Do you have a Bachelor's degree?
   - Yes
   - No

3. * Do you have either 2 years' experience in an information technology position, or 4 years' experience in a position that included a substantial amount of information technology work?
   - Yes
   - No

4. * Do you have demonstrated ability to address needs of distributed support?
   - Yes
   - No

5. * Do you have demonstrated experience in use of desktop computer hardware and software (Windows 7, 8 & 8.1 and/or Mac platforms)?
   - Yes
   - No

6. * Do you have demonstrated knowledge of security and technology on Windows 2008R2/2012R2 server?
   - Yes
   - No

7. * Do you have demonstrated understanding of the server administrative tools associated with Active Directory and virus/firewall applications commonly used on Windows 2008R2/2012R2 servers?
   - Yes
   - No

8. * Do you have demonstrated evidence of having had experience in performing duties and responsibilities with only minimal supervision?
9. * Do you have demonstrated strong interpersonal skills?
   - Yes
   - No

10. * Do you have demonstrated ability to communicate effectively verbally and in writing?
    - Yes
    - No

11. * Do you have demonstrated ability to supervise support staff?
    - Yes
    - No

12. * Can you provide own transportation?
    - Yes
    - No

13. * Do you have demonstrated ability to perform physical activities?
    - Yes
    - No

Applicant Documents

Required Documents
1. Resume
2. Cover Letter/Letter of Application

Optional Documents