UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Information Technologist

DIVISION: Student Affairs (Housing and Residential Life)

REPORTS TO: Assistant Director/Associate Director/Lead Info Tech

GRADE: 10

SUPERVISES: Support staff

BASIC FUNCTION:

Implement and maintain information technology systems and provide generalized assistance to customers. May work as a member of a project team involving other support staff. Work under close supervision of a manager or project leader.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Implement, maintain and document operating systems software and/or applications software as directed by management or project team leaders.

Provide generalized technical consultation to customers.

Develop a knowledge of several systems software and applications software packages as required.

Provide training to support staff and others; evaluate products and services; and, prepare and present reports.

OTHER DUTIES AND RESPONSIBILITIES:

Respond to technical emergencies outside of normal working hours as needed.

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

Maintain a high level of understanding of current developments in the assigned area of responsibility and anticipate future needs.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management and spreadsheet software. Microsoft Office Suite.
ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor’s degree or an equivalent combination of post-secondary education and additional experience; Minimum of one year of experience in an Information Technology position OR two years of experience in a position that included a substantial amount (>50%) of Information Technology work OR two years of experience as a student employee providing information technology services; Demonstrated technical knowledge of computer hardware; Demonstrated experience in one or more programming languages and/or application packages; Demonstrated experience installing internet applications; Demonstrated experience installing and configuring the operating system and application packages; Demonstrated experience installing peripheral hardware and memory; Demonstrated experience using Microsoft Office Suite in Windows and Macintosh environments; Demonstrated ability to work with diverse groups/populations; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to interpret and adhere to institutional policies, plans, objectives, rules, regulations and standards, and to communicate the interpretation to others.

PREFERRED: Demonstrated teaching experience; Demonstrated experience providing customer service in higher education; and, Demonstrated experience evaluating products and preparing and presenting reports.

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