

Class Code:.....0272  
Position#:(PSA)(E) .6816  
Developed by:.....SG  
Reviewed by:.....D.Porter  
Approved by:.....  
Date:.....05/13

UNIVERSITY OF RHODE ISLAND  
Position Description

**TITLE:** Manager, Pharmacy/Technology Services

**DIVISION:** College of Pharmacy

**REPORTS TO:** Dean, College of Pharmacy

**GRADE:** 15

**SUPERVISES:**

**BASIC FUNCTION:**

Plan and manage technology services to support integration of instructional computing technologies across the curriculum of the College of Pharmacy.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Supervise and evaluate the work of technology support staff within the College.

Develop, implement and monitor programs, services, and innovative projects that support teaching and learning.

Evaluate and select applications software and hardware to facilitate teaching and learning including monitoring of trends in higher education.

Supervise facilities used for teaching and learning, including the College of Pharmacy classrooms, the Simulation Center, the 3-D animation studio, and the Mario 3-D Visualization Auditorium. This role will include managing the scheduling of the College of Pharmacy's conferencing rooms and classrooms and ensuring that the activities in those spaces are provide with AV support.

Plan and develop technology-based classrooms and auditoriums; ensure availability and distribution of audiovisual devices, oversight and coordination of classroom capture, video conferencing and digital signage to support instruction and presentations.

Disseminate information on the use of the facilities; develop and disseminate instructions, help sheets, and on-line documentation for teaching and learning-supported multimedia, courseware, and distance learning applications.

Promote the integration of technology in various courses for instruction through the evaluation and acquisition of discipline-specific educational software, prototyping, and evaluation of their effectiveness.

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Coordinate the integration of technology-driven research programs within the College into teaching in the classroom (e.g. 3-D animation, Simulation).

Collaborate with key faculty, URI ITS.

Provide leadership in promoting the use of instructional technologies to other colleges within the University, external partners of the University, and other agencies.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other related duties as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers and word processing, database management and spreadsheet software and related products.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**Required:** Bachelor's degree; The following are also required: seven to ten years of experience in delivering computing, information, and instructional technology support services, preferably in higher education; in-depth knowledge of application software and hardware used to support instruction and presentation, including classroom capture, video conferencing, 3-D projection and simulation; hands-on experience designing/managing database; excellent communication, collaborative, and negotiation skills; demonstrated ability to work with diverse groups of people.

**Preferred:** Master's degree in an information or management related field.

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