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Developed by:......SG;AR
Reviewed by:.........DLJ
Approved by:..........LK
Date:4/01;7/15;3/16;3/17;
      06/17
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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Lead Information Technologist

DIVISION: Harrington School of Communication and Media

REPORTS TO: Harrington School Director and Associate Dean, Arts and Sciences

GRADE: 14

SUPERVISES: Student workers, part-time staff, technology support staff

BASIC FUNCTION:

Plan, organize, implement and control media technology and access of the Harrington Hub in Ranger Hall. Develop policies and documentation for equipment checkout procedures from Hub Media Equipment Center. Maintain equipment database and checkout center, classroom technology and display systems in the Harrington Hub. Work closely with faculty and departments in the Harrington School to assess technology needs and recommend media technology purchases for curriculum. Work closely with Facilities Management to ensure health of building and security of technology assets. Budget, hire, train, supervise, and schedule Hub support staff. Provide assistance to student and faculty patrons, and leadership, direction, and training to faculty, staff, and students. Work independently with initiative, creativity and attention to detail, and require only general supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan, organize, and supervise the activities of the Harrington Hub Media Equipment Center (MEC). Design, implement, and provide procedures for patrons' equipment access. Budget, hire, train, supervise, and schedule Hub support staff. Work with URI Facilities to maintain health of building, and manage security systems and building access for faculty and staff.

Maintain Harrington School media production equipment fleet. Deploy software system (WebCheckOut) for processing equipment checkouts. Keep thorough inventory of all equipment managed by the MEC. Process and catalog new equipment purchases. Perform light repair and work with outside vendors to maintain good working order of all equipment. Ensure patrons have full list of components included with their equipment.

Maintain Harrington Hub classroom media systems, computer lab, editing suites, and common areas. Provide support and documentation for classroom media systems in the Hub. Deploy MacOS disk images with complete media production software suite (Adobe Creative Cloud) and security software (Faronics Deep Freeze) to Harrington Hub desktop and laptop machines. Troubleshoot and work with external vendors to maintain good working order of integrated classroom media equipment

in the HUB. Deploy and manage Volume License Agreements for various media production software (Adobe Creative Cloud, Avid ProTools, Microsoft Office, etc.).

Facilitate and oversee further expansion of technology spaces in the Harrington Hub.

Research and evaluate new media production technologies and services used in professional media production, and make recommendations to Harrington School departments on equipment purchases.

Possess and maintain knowledge of current media production hardware and software.

OTHER DUTIES AND RESPONSIBILITIES:

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

Be available via phone/text and sometimes available to work a non-standard schedule when needed in order to fulfill assigned duties and responsibilities.

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

Collaborate with coworkers on departmental and school-wide projects and committees, with regard to technology access and acquisition.

Assist the director and associate dean with additional technology needs arising from advisory board meetings, special presentations, donor visits, technology grant applications, and any other pertinent technology acquisitions, issues, maintenance, and repair.

LICENSES, TOOLS AND EQUIPMENT:

Digital and analog cinema cameras and supports systems; DSLRs, Camcorders, Action Cameras, Professional Cine Cameras, 360 Cameras, various lenses, Tripods, Dollies, Cranes, Stabilizers. Audio production equipment; Field Recorders, various microphones, DAWs, boom poles. Lighting and Grip equipment; Field and Studio constant lighting, C-stands. Apple Mac personal computers, video display systems, integrated classroom media systems. Software; MacOS, Adobe Creative Cloud VLA Agreement, Adobe Premiere, Adobe Photoshop, Adobe Media Encoder, Adobe Audition, Adobe AfterEffects, Adobe Acrobat, Faronics Deep Freeze, WebCheckOut, Google Drive, ProTools, Microsoft Office Suite.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

<u>**REQUIRED:**</u> Bachelor's degree; Minimum of two years' experience managing equipment-loan center, computer labs, or closely related area; Demonstrated ability to use film/video equipment, including non-linear editing systems; Demonstrated ability to work with minimal supervision; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated organizational skills; Demonstrated supervisory experience; Demonstrated ability to interpret and adhere to institutional policies, plans, objectives, rules and regulations, and standards

and to communicate that interpretation to others; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's degree; Demonstrated experience in areas of teaching and providing effective customer service (preferably in higher education); Demonstrated ability to evaluate media technology products; and, Demonstrated experience preparing and presenting reports.

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