

Job Code:.....100606-HRL  
Position #: (PTAA) ... (NE)  
Developed by:.....JP  
Reviewed by:.....DLJ  
Approved by:.....LK  
Date:11/10; 11/18; 02/20

**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.**