UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Information Technologist

DIVISION: Academic Affairs - (IITS)

REPORTS TO:

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 a project leader.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Implement, maintain and document operating system 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.

Must be available to work a non-standard schedule in order to fulfill assigned duties and responsibilities.

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 and word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree or an equivalent combination of post-secondary education and additional experience is required. The following are required: 1 year of experience in an information technology position or 2 years' experience in a position that included a substantial amount of information technology work; or 2 years' experience as a student employee providing information technology services. Must have technical knowledge of computer hardware and be proficient in one or more programming languages and/or application packages. Must have experience in the following: installing Internet applications for dial-up and network access; installing and configuring the operating system and application packages; installing peripheral hardware and memory; using Microsoft Office Suite in a Windows and Macintosh environment. Must possess strong interpersonal skills and be able to communicate effectively verbally and in writing. Must be able to interpret and adhere to institutional policies, plans, objectives, rules, regulations, and standards; communicate the interpretation to subordinates and others. Experience in the areas of teaching, providing effective customer services preferably in higher education, evaluating products, and preparing and presenting reports is preferred.

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

Class Code:....0606blpt
Position #:(PTAA)106524
Developed by:........SG
Reviewed by:...........
Approved by:...........
Date:.............11/97