

Job Code:.... ..100656
Position #: (PSA) (E).....
Developed by:.....JS
Reviewed by:.....LK
Approved by:.....LK
Date:.....1/13; 06/14

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director, HRL/Automation Services
DIVISION: Student Affairs (HRL Central Office)
REPORTS TO: Associate Director, Housing and Residential Life
GRADE: 12
SUPERVISES: Support staff and student employees

BASIC FUNCTION:

Oversee the applied technology and automation for the Department of Housing and Residential Life. Responsible for information technology systems. Analyze departmental needs and determine appropriate solutions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Analyze the technology needs of the housing department and determine appropriate solutions.

Oversee the department's website, application services, and network administration unit. Supervise student network administration staff. Provide training and support to staff related to technology applications.

Oversee the residence hall security systems and hardware program, including door lock software and hardware, and oversee card access records and permissions.

Liaison with Dining Services, Facilities Services Access Control, and other University departments related to technology and automation.

Liaison with external contractors and vendors as directed.

Provide technical consultation to department leadership and staff.

Oversee the development and application of automated systems related to all aspects of the department's business practices and mission.

Prepare and present reports as needed.

OTHER DUTIES AND RESPONSIBILITIES:

Serve on University and department committees.

Interpret and adhere to institutional policies, plans, objectives, rules and regulations, and standards; and communicate the interpretation to direct reports and others.

Maintain a high level of understanding and currency in technology trends related to university housing and higher education.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software. Occupancy management software and door access technology.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in management, business, computer science, information technology, or related field; Minimum of three years of demonstrated experience using housing technology applications, such as occupancy management or conduct management software; Demonstrated ability to manage multiple priorities and complex projects; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experiences; Demonstrated ability to work with diverse groups/populations; and, Willingness to work a non-standard schedule in order to fulfill assigned duties and responsibilities as needed, and to respond to technical emergencies.

PREFERRED: Master's degree in management, business, computer science, information technology, or related field.

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