Academic Computing Coordinator

**Definition of Class**
This is a non-supervisory position in which the incumbent identifies, recommends, and implements innovations in applications of technology for delivering resources, services, and information that enhance academic life. The incumbent collaborates with IT staff and serves as liaison with faculty, staff, and students to ensure new projects are conceived, planned, and implemented appropriately and provides interactive support through workshops, presentations, and focus groups. The incumbent provides project management support and develops communications strategy as new software applicants are deployed. This position reports to the Assistant Vice Chancellor for Information Technology.

**Examples of Work Performed**
Monitors, identifies, and recommends innovations in application of technology for the delivery of resources, services, and information.

Evaluates functions and processes affecting students and faculty; works collaboratively with IT managers and technical staff to ensure continuous service improvements.

Develops and implements a communication strategy for promoting technology on campus; coordinates the IT website and printed publications.

Develops business requirements for new academic technology projects.

Provides expertise in managing technology projects, such as serving as project team lead and overseeing quality assurance phases.

Coordinates all online information services developed by IT to create a Web presence that is accessible and usable and maintains a stylistic and structural consistency.

Participates in technology projects on an as needed basis.

Teaches technology workshops, makes presentation, organizes and facilitates focus groups.

Participates in the development of technology-related policies.

Develops relationships and works collaboratively with campus constituencies to understand and prioritize campus technology needs.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.
1. Monitors, identifies, and recommends innovations in application of technology.

2. Participates in strategic planning for promoting technology on campus.

3. Develops and presents training programs and facilitates focus groups.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

**Vision:** Requirements of this job include close vision and color vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is periodically required to talk and hear; sit; and use hands to finger, handle, or feel. The incumbent is occasionally required to stand and walk.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree from an accredited four-year college or university in a related field.

AND

**Experience:**
Two (2) years of experience related to the above described duties.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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