Definition of Class
This is a professional position in which the incumbent in this position oversees campus classroom technology installation and support for academic departments campus-wide. Incumbent coordinates large procurements of desktop and instructional technology equipment and software and manages staff responsible for the preventative maintenance of classroom technology equipment campus-wide. Position works under the general supervision of the Manager of Technology Services.

Examples of Work Performed
Maintains relationships with expert consultants to develop technical designs for new classroom technology installations.

Establishes standards for classroom technology installation to ensure uniformity across campus.

Works with academic departments and architects to understand presentation needs.

Develops and carries out plans for the replacement of aging classroom technology equipment.

Conducts acceptance review to ensure that installed technology meets stated requirements.

Works with vendors to correct deficiencies with classroom technology equipment.

Establishes a work schedule for day-to-day classroom support and evaluates the performance of subordinate employees.

Plans and manages a preventative maintenance schedule for installed classroom technology facilities.

Maintains an inventory of classroom technology spare parts.

Develops bid specifications for purchase of desktop and instructional technology equipment and software.

Oversees the procurement process, develops a plan for deployment after delivery, and assists the CIO in evaluating departmental technology purchases.

Develops a training and support plan for users of classroom technology.

Provides desktop computing support to faculty, staff and students, as needed.

Performs related or similar duties as required or assigned.
**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. Oversees classroom technology maintenance and support for academic departments campus-wide.

2. Coordinates large procurements of desktop and instructional technology equipment and software campus-wide.

3. Works with vendor consultants and academic departments campus-wide to develop technical designs for new classroom technology installations.

**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 50 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 frequently required to sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Bachelor's Degree from an accredited four-year college or university in computer science, management information systems, telecommunications or related field.

  AND

- **Experience:** Four (4) 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.

Rev. 04/01/2015

*The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.*