Definition of Class
This is a non-supervisory position in which the incumbent provides computer technical support for all of the instructional and research programs within a department. The incumbent has the responsibility of preparing laboratory equipment for classes and maintaining teaching and research supply inventory. The incumbent works closely with faculty to resolve problems and has the authority to exercise discretion and judgment in the absence of the supervisor.

Examples of Work Performed
Maintains department computer systems, hardware and software, networking, and trouble-shoots problems. Restores operating systems and software following system failures. Installs and maintains peripherals and their configuration.

Maintains and sets up non-computer based research and teaching instrumentation, labs, and storage facilities.

Ensures the operation and maintenance of physical facilities not maintained by the Physical Plant Department.

Provides general stock of chemicals, medias, glassware, and other supplies for teaching labs.

Oversees the work of student employees to ensure tasks are completed correctly and in a timely manner.

Maintains inventory of materials and supplies for the department’s central dispensing facility.

Ensures proper disposal of contaminated wastes from teaching labs, in conjunctions with ESO, by autoclaving, incinerating, and using other approved methods.

Performs administrative duties associated with purchasing equipment and supplies, contacting vendors, and maintaining a database of items purchased.

Verifies packages that are received and makes arrangements for shipping packages back to manufacturers.

Performs preventative maintenance on computers and computer related equipment.

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. Prepares laboratory equipment for classes and maintains teaching and research supply inventory.
2. Maintains department computer systems, hardware and software, networking, and trouble-shoots problems.
3. Ensures proper disposal of hazardous wastes.
4. Coordinates the purchasing, shipping/receiving, and delivering of products.

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 100 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 use hands to finger, handle, or feel objects, tools, or controls; stand; walk; reach with hands or arms; climb or balance; and reach with hands and arms; and stoop, kneel, crouch or bend. The incumbent is periodically required to sit.

**Experience/Educational Requirements:**

- **Education:**
  Graduation from a standard four-year high school or equivalent (GED).

  AND

- **Experience:**
  Three (3) years of experience related to the above described duties.

**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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