THE UNIVERSITY OF WYOMING
JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: UW Human Resources.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: MANAGER, INSTRUCTIONAL TECHNOLOGY

Reports To: Designated Supervisor

UW Job Code: 3317

UW Job Family: 38 - Computer Professional

SOC Code: 11-3021

FLSA: Exempt

Pay Grade: 26

Date: 8-18-06 (revised 10-1-07; 7-1-08)

JOB PURPOSE:

Provide campus and technical leadership for classroom or student computing laboratory technology with a combination of academic and technical experience in this specialization. Technical leadership will include the design, adaptation, and integration of advanced technologies into the curricular and scholarly activities of faculty and students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead instructional classroom or student computing laboratory technology support efforts at the University of Wyoming.
- Chair and/or participate in appropriate technology advisory committees, which are responsible for identification, standardization, and setting policy for classroom and student computing laboratory technology. Provide analysis of technology needs and expectations for designated areas.
- Serve as ex-officio member of planning committees for new and renovated classrooms/buildings.
- Responsible for hiring, training, and supervising student technician employees, and assigning and prioritizing their workloads.
- Plan, organize resources, establish priorities and budget technology upgrades and maintenance with the funding available in collaboration with IT units, Academic Affairs including the ECTL, Facilities Planning, Classroom Coordinator Services, and others as appropriate.
- Keep current appropriate documentation regarding available technology for faculty, staff and students and training options for classroom and student computing laboratory technology.

SUPPLEMENTAL FUNCTIONS:

- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.

COMPETENCIES:

- Individual Leadership
- Strategic Planning
- Technical/Professional Knowledge
- Innovation
- Quality Orientation
- Analysis/Problem Identification
- Integrity
- Delegating Responsibility

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **4 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Instructional technology to enable answering pedagogical questions with a combination of academic and technical experience.
- Windows operating systems.
- Microsoft Office.
- Computer desktop and network support.
- Basic Apple Mac software and hardware.
- Resource 25 Classroom Scheduling program.
- Ghost computer imagining software and related functions.
- SP, Extron, AMX controls.
- Advanced principles, methods, and techniques of computing systems.
- Campus technology configuration including network topology, programming responsibilities, technologies in use, technologies available and server structure.
- Advanced computer lab environment including software, hardware and policies.
- Advanced software installation and troubleshooting.
- Software sequencing including programming additions and modifications.
- Batch file programming and automated installations.
- Network design and troubleshooting.

Skills and Abilities to:

- Maintain and use classroom technology to fully support classroom instruction (including data projectors, control panels, etc.).
- Provide pedagogical advice for incorporating technology into coursework and classroom delivery.
- Work closely and effectively with E-CTL, IT staff, and others, and develop and maintain effective working relationships.
- Quickly troubleshoot and affect repair or replacement of presentation systems, multimedia equipment, interactive instructional technologies, computers and peripherals.
- Design lab system structure to be able to fit within the resource limits established.
- Work with limited or no supervision and adjust schedule to changing priorities.
- Read and comprehend complex technical information related to computers, programming, software, and hardware peripherals.
- Work closely with other units inside of IT and the campus community to develop and strengthen working relationships.
- Identify, troubleshoot and resolve highly complex computing problems.
- Recognize industry trends and identify new technology to enhance the campus computing/technology environment.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.