Coordinator, Microcomputer Lab II

Job Code 00007261

General Description
Responsible for providing technical support and direction to departmental faculty, staff, and students of the university.

Examples of Duties
Assist with hardware and software.
Coordinate computer lab activities.
Hire, train, schedule, and supervise student workers and staff.
Maintain, troubleshoot, and repair hardware.
Install and upgrade network cards and software.
Develop specifications and purchase automated equipment.
Assist faculty in maintenance, repair and purchasing of computers.
Maintain and repair classroom computer equipment.
Maintain inventory of hardware and software.
Maintain preventative measures against virus problems.
Maintain statistics on usage of various computer labs.
Maintain departmental LAN and device interconnectivity.
Develop and enforce lab policies and procedures.
Prepare various reports and specifications.
Plan and implement hardware and software upgrade.
Acquire and install equipment in classrooms and offices.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: computer hardware/software, operating systems, and equipment; engineering instrumentation; campus purchasing procedures; database management; web development; miscellaneous mechanical skills; basic math.
Skill in: working as a team member on most tasks of job; effectively directing the work of others and motivating output; interacting courteously with others; collaborating on group endeavors; establishing vendor relationships; programming; problem solving.
Ability to: understand and apply technical information in manuals, blueprints, specifications, and policies; prepare clear, concise, and grammatically correct correspondence, reports, and policies; communicate effectively; troubleshoot system problems; maintain and repair complex automated equipment; prioritize workload; perform calculations of computer uptime, and engineering & basic math; teach.
**Education and Experience**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**

Revised 09/20/2012