Senior Telecommunications Specialist

Job Code 00007274

**General Description**
Responsible for ensuring that telecommunications function and meet the needs of all faculty, staff and students on campus in an effective manner.

**Examples of Duties**
- Analyze system printouts and reports for system operations and overall functions.
- Install switching equipment, fiber optic, interface, and T1 carrier interface for voice, data and video transmissions.
- Program the Meridian Option 81 telephone switch for routing, trunking, and peripheral equipment features.
- Review and evaluate new communication technology for university application and make recommendations.
- Write job and bid specifications for all university telecommunications, including staff and contractors.
- Trouble shoot all aspects of telecommunication system.
- Program and maintain campus voice mail system.
- Install and repair terminals on computerized billing system.
- Design and implement projects for voice, video and data communication.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities**
- **Skill in:** Explaining technical material to staff and others, in understanding complex oral instructions and procedures.
- **Ability to:** Understand complex written instructions and procedures, contracts, schematics and flow charts, to prepare reports, letters and proposals regarding telecommunications projects and instructions, to perform intermediate math.

**Experience and Education**
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**

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