Technology Integration Specialist I

Job Code 50017757

General Description
Responsible for providing critical or emergency technical support to classrooms and technical troubleshooting for instructional spaces.

Examples of Duties
Install, maintain, and support audio/visual/presentation technologies and computer systems for instructional spaces.
Provide emergency troubleshooting operations to instructional spaces.
Communicate with faculty, staff, and co-workers.
Maintain accurate inventory.
Create educational support materials.
Coordinate services and resources within Instructional Technologies and the University community.
Provide technical training to faculty, staff, co-workers, and students.
Schedule pre-semester training.
Conduct training surveys.
Identify and evaluate technology.
Provide video conferencing support.
Handle special requests from faculty to install user-owned/TX State Site Licensed software.
Design and fabricate custom solutions such as mounts, cabinets, support mechanisms, or unique hardware.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Personal computer software to include: Microsoft Excel, Access, Word, Outlook, Publisher, PowerPoint, File-maker, Adobe Creative Suite, Bomgar, Web-checkout, SAP, MS Sharepoint, Cherwell, GATO, SCCM, Symantec Ghost. Formulas and principles for designing and testing audio and visual systems concurrent with CTS Certification, Video conferencing, A/V design and construction standards.
Skill in: Writing reports, technical manuals, and other documents; working effectively in teams; selecting new technology; integrating equipment.
Ability to: Read and interpret correspondence, technical manuals, diagrams, use measuring devices, and blueprints; perform intermediate math; discuss conflict openly for problem resolution; communicate technical material to lay persons; understand complex oral instructions; analyze technical issues reported in classrooms under time constraint; prioritize workload; follow directions; prepare material for presentations; work under pressure and time constraints, while managing multiple priorities; listen to and interpret customer requests.
**Experience and Education**
Any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**
ANSI/ISO certification of CTS (Certified Technical Specialist)

**Revised 09/27/2012**