Associate Director, Instructional Technologies

Job Code 50022165

General Description
Manage and oversee instructional LAN network, infrastructure, operations, maintenance, and customer relations and responsible for operation of open campus labs and operational support of departmental labs.

Examples of Duties
Oversee and implement installation and maintenance of Texas State University automated instructional solutions.
Work closely with customers and business analysts to develop and communicate business requirements.
Assist in the definition and employment of technical security elements for both technical and functional users.
Provide consultation for unique or complex activities requiring significant expertise and experience.
Supervise Programmer Analyst I, Systems Programmer I, Coordinators, Microcomputer Lab II, and Coordinators, Microcomputer Lab III. .

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures and Board of Regents rules; faculty and staff rules and regulations; network design model(s); common operating system software.

Skill in: Preparing clear, concise, and grammatically correct reports, letters, and other materials; establishing rapport with faculty and staff, interpreting and applying complex legal and technical documents; coordinating effective management of projects; operating a personal computer and related software.

Ability to: Read and interpret manuals and understand university policy and procedures; perform basic math; delegate responsibilities to others; explain policy and procedures.

Educational 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