Assistant Director, Core Systems

Job Code 50022694

<u>**General Description**</u>
Ensure the availability, reliability, integrity, and confidentiality of core systems infrastructure.

<u>**Examples of Duties**</u>
Provide guidance for Core Systems operations and projects through the development, implementation, and maintenance of quality-cost effective systems infrastructure environments.
Plan for the implementation and support of effective infrastructure and middleware systems.
Assist in maintaining and continuously improving policies and procedures to ensure effective service delivery operations of the organization.
Interact with senior administration, faculty, and staff of client organizations to understand and interpret client needs and to collaborate in meeting those needs.
Identify security issues and mitigate risks appropriately.
Manage members of the Infrastructure team
Perform other duties as assigned.
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<u>**Knowledge, Skills, and Abilities**</u>
Knowledge of: University policies and procedures and Board of Regents rules; faculty and staff rules and regulations; computing and networking hardware and software; federal and local requirements relating to computing resources

Skill in: Preparing clear, concise, and complete reports; establishing rapport with faculty and staff, coordinating effective management of projects; explain technical material and policies; operate a personal computer and related software

Ability to: Read and interpret manuals and understand university policy and procedures; perform intermediate math; delegate responsibilities to others; define hardware and software requirements; evaluate existing and new technologies; analyze faults in complex hardware and software systems

<u>**Educational Experience**</u>
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.

<u>**Other Requirements**</u>