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