Coord, Microcomputer Lab III

Job Code 50013491

General Description
Responsible for providing technical support and direction to departmental faculty, staff and students of the university.

Examples of Duties
Assist with hardware and software.
Coordinate computer lab activities.
Hire, train, schedule, and supervise student workers and staff.
Maintain, troubleshoot and repair hardware.
Install and upgrade network cards and software.
Develop specifications and purchase automated equipment.
Assist faculty in maintenance, repair and purchasing of computers.
Maintain and repair classroom computer equipment.
Maintain inventory of hardware and software.
Maintain preventative measures against virus problems.
Prepare reports and specifications.

Knowledge, Skills, and Abilities
Knowledge of: computer hardware, software, operating systems, and equipment; engineering instrumentation; campus purchasing procedures; database management; web development; miscellaneous mechanical skills.

Skill in: working as a member of a team; directing the work of others in order to motivate output; interacting courteously with others; collaborating in a group setting; maintaining vendor relationships.

Ability to: perform basic math; understand and apply technical information; read and interpret blueprints, manuals, specifications, and policies; prepare clear, concise and grammatically correct written documentation; maintain and repair complex automated equipment.

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