

Class Code:	Prior 7/1/2004 N/A	After 7/1/2004 9500
Title:	N/A	Computer Labs Administrator
Pay Grade:	N/A	N/A
Pay Band:	N/A	Professional
FLSA:	N/A	Exempt

UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

Title: Computer Labs Administrator

Job Summary:

This is work coordinating, supervising, and managing the day-to-day operations of all student computer labs operated or supported by Information Technology Services and is responsible to a Director or an appropriate Administrator.

Example description of duties (not all inclusive):

Supervises and manages the day-to-day operations of multiple UWF computer lab facilities.

Coordinates scheduling and training of technicians for Interactive Distance Learning Studios.

Provides helpful and courteous assistance to students using ITS computing facilities.

Trains and mentors the student lab staff.

Schedules, coordinates, and actively participates in lab maintenance activities, including the periodic regeneration of workstation images and general facility improvements.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

Minimum Qualification Requirements:

Master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience.