

# The University of Texas at San Antonio

## *Job Description*

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Job Title: OIT Technology Solutions Innovator  
Code: 17522  
Salary Grade: 60  
FLSA Status: Exempt  
Department/Division: Office of Information Technology  
Reports To: Director, Innovative Solutions

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## *Summary*

Function: Looks for and implements new, innovative ways to improve technology resources for the University by selecting new technology that serves to provide a business or student benefit.

## *Duties*

- Typical:
  1. Presents ideas for innovative improvement in new and existing technologies at UTSA.
  2. Researches innovative improvements.
  3. Implements innovative improvements.
  4. Conducts test pilots and carries our proof of concepts.
  5. Completes documentation on test pilots – records whether the pilots were successful or not.
  6. Provides documentation and assistance where needed to implement pilots into production.
  7. Continually works to improve relationships with customers (includes peers in OIT), including the fostering of new relationships among potential customers.
  8. Applies customer service principles and practices to the processes of the organization to improve the perceptions of OIT.
  9. Continually evaluates and adjusts organization to ensure most efficient, productive team structure and alignment with the organization and university's goals. Establishes and operates on a known list of priorities.
  10. Identifies and acts on opportunities that will lead to cost savings or containment, or increased efficiency. Looks for new, innovative ways to improve business processes and technology resources.
  11. Is kept informed of pertinent emerging technologies. Implements cost savings or containment recommendations. Invests money in projects, products, or services that solve business problems. Determines measurable goals.
  12. Takes leadership role on all assignments to complete on time and within budget with regular reporting and coordination.

<p>13. Implements policies, processes, and standards that improve organization's capability of delivering successful projects. Works toward known desired business results.</p> <p>14. Champion change in the organization with peers and staff and identify opportunities to help improve the strategy where appropriate.</p> <ul style="list-style-type: none"> <li>• <u>Periodic:</u> <ol style="list-style-type: none"> <li>1. Implements special projects as needed.</li> <li>2. Other duties as assigned.</li> </ol> </li> </ul>
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***Education***

<b>Required</b>	<b>Preferred</b>
Associate's degree from an accredited institution in a computer related field.	N/A

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Knowledge of all Microsoft Office software and ability to use institutional software systems.	N/A
Criminal Background Check (CBC)	

***Experience***

<b>Required</b>	<b>Preferred</b>
3 years of experience managing Windows and/or MAC computer systems in an enterprise environment.	N/A
One year of Windows or Linux server management.	
One year of experience with scripting/programming languages (for example: PowerShell, VBScript, Bash, Batch)	

***Equipment***

<b>Required</b>	<b>Possible</b>
Personal computer	N/A
Standard office equipment	

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Standard office environment.	N/A

***Supervision***

<b>Received</b>	<b>Given</b>
Direct supervision from manager.	None.

***Accuracy***

Proficiency in all phases of the duties performed.

***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.