

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Instructional & Information Technology Manager. COEHD  
Job Code: 19310  
Salary Grade: 65  
FLSA Status: Exempt  
Department/Division: College of Education and Human Development  
Reports To: In accordance with departmental policies

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## *Summary*

- Function:  
To provide the technical expertise and high level decision making required to develop, coordinate, plan, implement, modify, maintain and upgrade IT needs within the College of Education and Human Development (COEHD).
- Scope:  
Responsible for College of Education & Human Development (COEHD) IT planning and support, including computing infrastructure, computing labs, networking and instructional technology.

## *Duties*

- Typical:
  1. Responsible for developing, implementing and supporting both short and long term information and instructional technology plans.
  2. Provide leadership and oversee the development and implementation of emerging technology solutions utilized by student, staff, and faculty in COEHD.
  3. Oversee work to improve existing systems by reviewing faculty requests for changes, analyzing needs and making recommendations for updates and enhancements.
  4. Provide effective communication and serve as liaison with internal and external partners.
  5. Establish and administer college IT policies and procedures; responsible for auditing information system use for compliance and security.
  6. Exercise independent judgment based on extensive technical or specialized knowledge, experience, and engage in on-going research related to IT solutions.
  7. Provides oversight of existing budget and develops plans for project funding.

<p>8. Coordinates the development of the IT strategic plan for the College.</p> <p>9. Provide oversight for existing budget and develop plans for project funding.</p> <p>10. Performs other duties as assigned.</p> <p>• <u>Periodic:</u></p> <p>1. Researches and publicizes emerging educational technologies to faculty and staff.</p> <p>2. Assesses effectiveness of implemented technologies to ensure all applicable capabilities are maximized and meeting the needs of faculty and staff.</p>
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***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor’s degree from four year college or university within area of assigned responsibility.	Master’s Degree from an accredited institution.
	Relevant Certifications, including but not limited to Project Management Program (PMP); I-Tech

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Must have ability to effectively manage personnel along	N/A
Strong problem solving and troubleshooting skills and the ability to exercise mature judgment.	
Well-developed customer service skills and proven ability to develop and sustain productive customer relationships	

***Experience***

<b>Required</b>	<b>Preferred</b>
Five years of experience in programming, systems analysis, business requirements, state audit and security requirements, and database principles to include four years of management experience	N/A
Demonstrated supervisory experience	
Experience setting up networks and working groups.	

***Equipment***

<b>Required</b>	<b>Possible</b>
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Personal computer and standard office equipment.	N/A
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***Working Conditions***

<b>Usual</b>	<b>Special</b>
Office, classroom, and lab environments.	The employee is occasionally required to stand or walk.
	The employee must occasionally lift and move up to 40 pounds.
Some travel between main and downtown campus required.	Occasional overnight travel to remote location may be required.

***Supervision***

<b>Received</b>	<b>Given</b>
Limited supervision from Dean of College.	Direct supervision of assigned staff

***Accuracy***

Proficiency in all phases of the duties performed.
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***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.
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***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.
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