Position: Assistant Director of Technology

Branch: Executive Branch Agency - SGCS

Pay Rate/Salary: A-2 $8.55 per hour @ 20 hours/week

Position Type: Student Temporary

Direct Supervisor: SGATO Program Coordinator

HR Supervisor: SGATO Director

Employment Length: Varies by position

Working over authorized hours: Yes, with prior written authorization from direct supervisor

Job Description

The Technology Assistant Director is the overall manager for all Technology problems, progress, and issues in the computer lab. The Technology Assistant Director is responsible for the overall performance and maintenance of the entire SGCS Agency including student computer workstations, printers, and staff computers. The Technology Assistant Director must also be able to research and recommend any technological ideas to help maintain the forward progress of SGCS.

Role and Responsibilities

- Must maintain general communications with USF IT services.
- Must maintain general communication between SGCS and Ricoh services.

Qualifications and Education Requirements

- Extremely advanced individual with expertise in computer related hardware and software.
- Must be familiar with many operating systems such as Windows, and MAC based systems.
- Normal work availability is necessary when the lab is open for business.
- Must be in good academic standing (maintain minimum cumulative institutional 2.5 GPA for undergraduate students and 3.0 GPA for graduate students).
- Must be actively enrolled for a minimum of 6 credit hours as an undergraduate degree-seeking student or a minimum of 4 credit hours as a post-baccalaureate student during the fall and spring semesters.
- Must not be under current disciplinary probation, suspension or expulsion.
- Must be able to think critically and logically in any given situation.
- Ability to take initiative in the workplace and create strategic goals.

Working Conditions

15-20 hours a week in an office environment. May have to travel within the state and on campus for Student Government conferences and meetings.

- This information is not designed to be a complete inventory of the job’s duties, responsibilities, and qualifications. Rather, it's designed to give the general nature and level of work to be performed by employees assigned to this job title.

Revised: July 27, 2017