

HOWARD UNIVERSITY
Position Description

POSITION TITLE: IT Specialist **SALARY GRADE:** HU-13
DATE REVISED: December 1, 2014 **EEO CODE:** 03
JOB CODE: **FLSA STATUS:** Exempt
BARGAINING UNIT: N/A

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION:

The purpose of this position is to serve as an IT Specialist performing work in the administration, development, deliver, and support of IT system and services. Plans and carries out difficult and complex assignments and develops new methods, approaches, and procedures.

**SUPERVISORY
ACCOUNTABILITY:**

Involves no responsibility or authority for the direction of others.

NATURE AND SCOPE:

Internal contacts include administrators, faculty, students and staff of the department, hospital and University. External contacts include consultants, auditors, Federal and local government officials, representatives from other colleges and universities, visitors and the general public.

**PRINCIPAL
ACCOUNTABILITIES:**

Responsible for maintenance and upgrades of hardware and software systems; functions as liaison with intra-and extra-University offices, service centers, and vendors. Monitors office computers and networks, as well as related repairs and other duties as assigned.

Monitors and reports on the performance of computers. Installs, configures and updates personal computer (pc) based software and hardware. Troubleshoots hardware and software problems.

Coordinates the maintenance, repairs and inventory of computer hardware, software and other technical supplies.

Maintains current knowledge of various systems technology and performance monitoring techniques.

Performs other job-related duties as assigned.

CORE COMPETENCIES:

Ability to provide functional supervision to other staff members on pc and network applications.

Ability to plan, organize, manage and coordinate work in situations where demands of diverse nature are involved.

Ability to generate, manipulate and maintain computerized logs of data.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, and students.

MINIMUM

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REQUIREMENTS:

Bachelor's Degree in Computer Science, Information Technology or closely related field and one year relevant experience; or equivalent combination of a total of five (5) years combined relevant education and experience

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____
Department Manager/Supervisor

DATE: _____

CERTIFIED BY: _____
Department of Compensation and Performance Management

DATE: _____