

**Sul Ross State University**  
**Position Description**

**Official Title:** Technology Assistant

**Salary Group:** 5

**Job Code:** 5807

**Summary**

Function: Performs varied tasks relating to the preparation and processing of procedures, data collection and reporting, and departmental and clerical duties.

Scope: Works with end users to assist with procedural and operational support.

**Duties**

Essential: Assists end users by addressing and routing questions and inquiries on departmental policies and procedures; prepares, records and distributes reports; assists with departmental clerical duties; assists other teams within OIT; maintains procedures and policies to ensure the security and integrity of system/networks; assists in the implementation of institutionally appropriate and effective disaster recovery plans. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Performs additional job-related duties and responsibilities as requested.

**Supervision**

Received: Reports to Team Leader.

**Education**

Required: High school graduate or equivalent.

Preferred: Some college

**Experience**

Required: One year of experience in information technology systems.

**Equipment/Skills**

Required: Knowledge of modern computing systems; ability to organize work effectively with an understanding of organizational policies and activities; ability to sit, reach, sort, file, type, write by hand, operate a personal computer and perform data entry while performing essential functions; proficiency in communication, both oral and written; ability to lift, hold and carry approximately 20 pounds.

**Working Conditions**

Usual: Office conditions. Position is Security Sensitive.

Special: May be required to work a flexible schedule, including nights, weekends and holidays.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: June, 2003