Job Title:	Coord Instructional Technology Support	**Job Code:**	T43431
Job Function:	Staff	**Grade:**	222
Job Family:	Classified	**FLSA:**	Exempt
SOC Description:	3000 Information Technology Division	**Date:**	2/5/14

Job Summary:

Supervise a team of Programmer/Analysts in the analysis, design, development, implementation and debugging of specialized computer information systems. Determine technical direction and strategy. Develop complex computer programs.

Essential Functions:

55% Plan, direct and coordinate activities of Programmer/Analysts to ensure that project goals are accomplished.

20% Ensure that computer information systems and services meet project goals and end-user requirements.

10% Review project proposals to determine scheduling and technical feasibility.

10% Plan, create/develop, tests and document highly complex computer programs using low level programming languages.

5% Explore and research new technologies and development platforms.

Education:

Requires a relevant Bachelor's Degree.

Licenses/Certifications/Requirements:

None

Experience:

Requires a minimum of 4 years experience in computer information systems analysis and design, project management strategies and relational database design and development skills. Broad knowledge of the principles and practices of computer information systems required. Prior supervisory experience preferred.

Leadership:

Direct supervision as a first-line supervisor over exempt staff (and non-exempt staff, if applicable).

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.