

HR Use Only

Exempt
1. Exec
2. Admin
3. Prof
4. Computer

Nonexempt

Notify Unit
Date:

KANSAS STATE UNIVERSITY

PER-23
06/2004

**POSITION DESCRIPTION
UNCLASSIFIED PROFESSIONAL POSITIONS**

Employee's Name: David Warren
Business Title: Computer Information Specialist
Department/Unit: Planning & Analysis
Department ID: 3670003050
College/Organizational Unit: Office of the Provost

New Position **Existing Position**
Position # (HRIS): W0006074
Job Code: 064200
Job Title: Computer Info Specialist

A. CONDITIONS OF APPOINTMENT

Term ___ Regular
FTE: 1.00

9 Month ___ 12 Month
Hours of Work 40/wk

B. ORGANIZATIONAL STRUCTURE

1. Name, title, and position number of person to whom position reports.
Kelline S. Cox, Director, W0006073
2. Positions reporting directly to this position: Names, Titles and Position Numbers.
Nancy Baker, Computer Information Specialist, W0037945
Student Worker, Student, W0030921
3. Briefly state the purpose of the position.
This position provides programming, technical consultation, and desktop support for Planning and Analysis, and desktop support for the offices under the Office of the Provost.

C. DESCRIPTION OF JOB RESPONSIBILITIES

Group and number responsibilities and assign percentage of time spent on each. Please identify each group of responsibilities as essential or marginal.

1. Creating and maintaining standard reports (essential – 35%)
 - a. Analysis, design, operation, and development of information reporting systems
 - b. Creation and preservation of extensive institutional data files
 - c. Collaboration with office, institutional, and system personnel on information systems
 - d. Generation of ongoing technical documentation
 - e. Maintenance of the Teacher Evaluation (TEval) system for the Center for the Advancement of Teaching and Learning
 - f. Supervision of office Web page maintenance
 - g. Supervision of office relational database systems
 - h. Creation and maintenance of reporting systems as requested by Assessment
2. Special projects (essential – 35%)
 - a. Design and creation of special and ad hoc reports
 - b. Collaboration and implementation of surveys and subsequent reports
 - c. Development of scanner hardware and software systems
 - d. Committee service
3. Desktop Resource Person (essential – 20%)
 - a. Diagnosis, evaluation, and acquisition of office computer hardware and software
 - b. Training, assisting, and advising office staff in computer related issues
 - c. Supervision of other technology related positions within the office
 - d. Supervision and delegation of desktop and local area network support for units within the Provost area
4. Training/Development (marginal – 10%)

D. QUALIFICATIONS

1. Education Required
Bachelor's Degree
2. Experience Required
 - a. Minimum of 5 years in computer programming
 - b. Minimum one year experience with troubleshooting computer hardware and software issues
3. Other Requirements
 - a. Working knowledge of Statistical Application System (SAS)
 - b. Ability to handle frequent interruptions
 - c. Ability to diplomatically work with various personalities
4. Preferred Qualifications
 - a. Working knowledge of Novell networks and MS Office

- b. Experience in an institutional research or higher-education office
 - c. Working knowledge of statistics
5. Salary or Range
\$45,000 - \$70,000

SIGNATURES

Employee (Date)

Administrator (Date)