

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 Nancy Baker New Position Existing Position
Business Title Computer Information Specialist Position # (HRIS) W0037945
Department/Unit Planning and Analysis Job Code 064200
Department ID 03055 Job Title Computer Info Spec
College/Organizational Unit Office of the Provost

A. CONDITIONS OF APPOINTMENT

Term Regular X 9 Month 12 Month X
FTE 1.0 Hours of Work M-F 8-5

B. ORGANIZATIONAL STRUCTURE

1. Name, title, and position number of person to whom position reports.
David Warren
Computer Information Specialist
W0006074

2. Positions reporting directly to this position: Names, Titles and Position Numbers.
None

3. Briefly state the purpose of the position.
To provide desktop support, programming and web support to offices reporting to 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.

- I. (40%) Serve as computer support for Planning and Analysis, Summer School, and Assessment. This includes:
 - A. Maintaining institutional data files and developing relational database systems, including documentation.
 - B. Producing faculty and staff demographic and salary reports for federal, state, K-State and external entities.
 - C. Consulting with office, institutional, and system personnel on information systems.
 - D. Creating data sets with documentation and consult on data analysis.
 - E. Supporting the use of a scanner and appropriate scanner equipment and programs.

- II. (40%) Serve as the web support person for areas under the provost. This will include:
 - A. Discussing the development and needs of various users.
 - B. Working with units to provide a common “look” for websites for the provost areas named above by designing templates.
 - C. Ensuring that these websites are compliant with on- and off-campus requirements.
 - D. Helping offices with the training and maintenance on necessary software.
 - E. Staying current on website requirements.
 - F. Conducting periodic reviews of websites to ensure general compliance with regulations.
 - G. Performing all updates for Planning and Analysis, Assessment, Office of the Provost, and Summer School.

- III. (20%) Provide network and desktop support for provost offices. This includes:
 - A. Diagnosing personal computer hardware and software problems and fixing them if possible.
 - B. Assisting staff with issues involving connection to the LAN and network software.
 - C. Assembling personal computer hardware and installing necessary software to enable connection to the network.
 - D. Moving personal computer hardware and printers after office furniture has been rearranged.
 - E. Providing assistance with the selection of computers and printers.
 - F. Consulting with offices to help determine software, hardware and programming solutions to increase efficiency and effectiveness.
 - G. Assisting staff with software questions and recommending training where needed.

D. QUALIFICATIONS

1. **Education Required** - Bachelor's degree in CIS, IS, MIS, or related field.

2. **Experience Required** - A minimum of two years experience in web design and relational databases, plus either higher education or statistical reporting experience. One year experience with troubleshooting and resolving computer hardware and software problems.

3. **Other Requirements**
 - a. Knowledge of relational databases
 - b. Web design, including knowledge of cascading style sheets, javascript, and ADA compliance.
 - c. Ability to take on multiple tasks with frequent interruptions
 - d. Good oral and written communications
 - e. Ability to work within timelines
 - f. Ability to relate to many different types of people.

4. **Preferred Qualifications** Experience with Access databases, Dreamweaver and Contribute web design software, MS Office, SAS

5. Salary or Range **\$45,000 - \$60,000**

SIGNATURES

Employee (Date)

Administrator (Date)