

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: INSTRUCTIONAL SYSTEMS ANALYST**

**Reports To:** Manager, Instructional Technology

**UW Job Code:** 3313

**UW Job Family:** 38 – Computer Professional

**SOC Code:** 15-1299

**FLSA:** Exempt

**Pay Grade:** 25

**Date:** 12-16-14

**JOB PURPOSE:**

Under very limited supervision, provide engineering expertise, support, supervision and training of instructional technologies, computer technologies, multimedia production, special events and advanced control room operations to faculty, staff, and students in technology-enhanced learning and meeting spaces. Provide lead support for the maintenance and operation of audiovisual, instructional technologies, multimedia and event/lecture/interview capture systems used in classrooms, conference rooms, production studios, observation rooms, and master media control centers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Set up, program, and maintain smart technology embedded device system processors in advanced technology rooms and spaces.
- Perform research for new technology, techniques and equipment.
- May perform backup duties of Manager, Instructional Technology.
- Troubleshoot both local and global technical problems.
- Technical leadership will include the design, adaptation, and integration of advanced technologies into the curricular and scholarly activities of faculty and students.
- Provide assistance and instruct users in the operation and utilization of applicable technology hardware and software, audio/video systems, media control systems, video teleconferencing and other instructional technologies.
- Assist with design, budget estimates and cost analysis for Capital Projects.
- Respond rapidly to trouble or repair calls.
- Perform periodic maintenance.
- Prepare and maintain appropriate documentation.
- May deliver and set up equipment for special multimedia projects, events, and/or presentations, as appropriate to the position and may involve travel.

- Review and oversee the designs of complex audio visual systems and develops one line signal flow diagrams and schematics by partnering with contracted integrator vendors.
- Contribute to writing and updating policies, procedures, and training manuals.
- Prepare classroom technology life cycle replacement schedule and budget forecasts.
- Train student workers in embedded device system programming.

**SUPPLEMENTAL FUNCTIONS:**

- Perform miscellaneous job-related duties as assigned.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.
- Attend and participate in training and other personal professional development activity.

**COMPETENCIES:**

- Independence
- Technical/Professional Knowledge
- Individual Leadership
- Developing Organizational Talent
- Service Orientation
- Analysis/Problem Identification
- Work Prioritization & Management
- Consistency

**MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree or equivalent combination of education and experience in technology-related field**

Experience: **4 years of experience with classroom technology equipment is preferred**

Required licensure, certification, registration or other requirements:

- **Attain Crestron Certified Programmer certification within 2 years of hire**
- **Attain a Wyoming Low Voltage license within 18 months of hire**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Customer service standards and procedures.
- Complex audio systems.
- Mechanical and/or electronic equipment and systems installation, testing and repair methods, techniques and applications.
- Emerging trends in technologies, techniques, issues, and approaches in area of specialty.
- Diagnostic techniques, procedures, equipment and tools used in highly complex digital and technology-enriched spaces.
- Computer security systems, password, and file protection protocol.
- Drawings, sketches, diagrams, and specifications.
- Direct, develop, and work from blueprints, drawings, specifications, and schematics.

- Advanced network protocols and topologies.
- Equipment maintenance and repair in designated area.
- Broadcast systems circuitry, design, and/or installation.
- Transmission, broadcasting, switching, control, and operation of telecommunications systems.
- Basic design, installation, compatibility, connectivity, and operating systems principles.
- Installation, modification and testing of new systems software and hardware.
- Multi and single-camera production.
- Working knowledge of pre, post, and live broadcasting processes.
- A wide range of computer software, including word processing and desktop publishing, databases and spreadsheets, accounting programs, PowerPoint®, and use of the Internet.
- Calibration methods and techniques for applicable tools and equipment used.
- Computer operating systems principles (PC and MAC) and MS Office applications.
- Write, test, modify, and maintain computer and/or network programs.
- Access and interpret individual client needs to make appropriate referrals to internal or external sources.
- Manual dexterity to use keyboard and other handled devices.
- Ability to respond to emergencies quickly.
- Very good communication skills.
- Ability to operate and/or troubleshoot a variety of equipment including computers, data projectors, control systems, network devices, various hand tools, audio boards, and audio/video patch panels/routing systems.

**WORKING CONDITIONS:**

- Must be able to respond to calls at various times of the day.
- Work is normally performed in a typical interior/office work environment.
- No or very limited exposure to physical risk.
- Physical effort required.
- Must be able to lift 75 pounds.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.