Job Title: Manager, Information Technology Services (Law)

BCAT Code: 09GX11     Effective Date: April 1, 2007
Pay Grade: G18    FLSA Status: Exempt     Revision Date: July 1, 2013

General Description
Manages the College of Law Information Technology support services, such as local area network (LAN), work station support, instructional technology, web services, and all other IT functions.

Examples of Duties
- Manages and administers the network for the College of Law.
- Provides database administration and application development.
- Manages the workstation support, web services, and instructional technology functions.
- Serves on College and University committees and taskforces.
- Implements University policies, such as the anti-virus policy.
- Researches, develops, and implements operational and policy change at unit and department levels.
- Plans, organizes and manages resources for the work unit or department.
- Liaises with Banner system and Family Educational Rights and Privacy Act (FERPA) data containing sensitive personal information.
- Provides Netware and Linux integration.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of Novell NetWare, Redhat Linux, Sun Solaris, Window 2000, Perl, Visual Basic, and PHP program languages.
- Ability to communicate effectively verbally and in writing.
- Ability to migrate from IPX to IP Protocol.
- Ability to teach incoming students how to use their personal computers in the College of Law and University environment.
- Ability to supervise others.
- Ability to dissemble and assemble computers and servers with a high level of mastery.

Minimum GSU Hiring Standards
Bachelor’s degree and six years of related experience. Microsoft Certified Solutions Expert (MCSE) or Linux certification preferred.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.