General Description
Maintains the visibility of all IT assets from the order inception through the delivery and installation to the disposal. Maintains physical control of property not currently in production and manages documentation showing the transfer of accountability throughout the asset life-cycle.

Examples of Duties
- Manages a physical location for the storage of IS&T IT assets.
- Maintains stock levels of commodity items; maintains used item inventory for re-issue.
- Manages the return of defective items to the manufacturer for repair or replacement.
- Acts as the single point of contact for receipt and disposal of all assets.
- Specifies, selects, implements, and manages an asset management system for tracking accountability and the warehousing of IT assets maintained by IS&T.
- Acts as the single point of contact within IS&T for University and State requested audits of property accountability and disposal.
- Produces equipment reliability reports for Directors and the Chief Information Officer (CIO).
- Initiates the transfer of IT assets from the warehouse to engineering or the production location.
- Provides information on asset life-cycle replacements to IS&T Directors and the CIO to formulate capital budget requests.

Knowledge, Skills, and Abilities
- Knowledge of material ordering and physical inventory systems.
- Effective time management, customer service, and organizational skills.
- Effective oral and written communication skills.
- Ability to analyze and interpret data.
- Ability to follow basic safety precautions.
- Ability to use independent judgment.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of related experience; or a combination of education and related experience.