General Description
Oversees the maintenance and operation of all computer technology in the Department, such as the installation, maintenance and repair of all computer systems.

Examples of Duties
- Installs and repairs all computers within the Department.
- Installs, configures and maintains all computer software used in the Department, such as troubleshooting any software difficulties computer users might experience.
- Trains faculty and staff.
- Enables computer systems to access respective file servers, such as the Georgia State University (GSU) mainframe, Panther e-mail and the Internet; troubleshoots difficulties encountered by computer users related to these destinations.
- Maintains the equipment inventory and software documentation, and analyzes Electronic Data Processing (EDP) needs.
- Makes recommendations for new computer acquisitions to the Chair.

Knowledge, Skills and Abilities
- Knowledge of WordPerfect and Microsoft Office software programs is required.
- Knowledge and experience in the interrelationships of computer hardware, software and token-ring LAN systems is required, especially in a University setting.
- Knowledge of Windows, Novell Netware Client 32, and LAN Workplace for Windows software is required.
- Excellent interpersonal skills.
- Ability to maintain a flexible schedule.
- Ability to troubleshoot computer difficulties independently.
- Ability to install, configure and repair printers and scanners is required.
- Ability to communicate effectively.

Minimum GSU Hiring Standards
Bachelor’s degree in a related field; or high school diploma or GED and four years of related experience; or a combination of training and related experience.

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.