

Sam Houston State University Human Resources

Staff Classification Description – Telecommunications Specialist II

Skill Category: Tech/Para-Professional

Position (Employee) Class: 4N348 (N1), 4N067 (NB)

Grade: 16

Date: 06/2018

Department: Information Technology

Education & Experience Requirements: Bachelor's degree in computer science, radio/television, industrial technology, or management information systems, and three (3) years skilled, technical work in the installation and maintenance of computer/telecommunication networks and/or performing intermediate level computer systems support work. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Performs skilled, technical work in the selection and maintenance of telecommunications equipment and connections.

Supervision Given & Received: Works under general direction. Provides working supervision of student employees.

Primary Responsibilities: Researches, plans, and maintains the radios used for campus emergencies and other communications. Provides technical support for the campus projectors used for classroom instruction, presentation equipment used by enhanced facilities and provides first-line support and management for the ITV facilities used for the distance learning classes and high-level conferences. Provides assistance with video feeds and camera work for major events.

Other Specifications: Must be proficient in the use of electronic test equipment. Must be accurate as mistakes could cause a loss of connection with national network or local computers. Must be able to establish and maintain equipment and network records. Working conditions are normally good, but in some areas service or scientific hazards may exist. During emergencies, operational failures, and peak use periods, employee may be called in when off shift to work an extended shift. Special procedures sometimes require extended hours. **Position requires driving and operating a university vehicle, therefore, a valid Texas driver license and driving record acceptable to the University's insurance carrier is required.**

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.