IT DIRECTOR

Florida A&M University
School of Architecture Engineering Technology

Job Description

OVERVIEW

The primary purpose of this position is to oversee and manage all the computer, IT, software, laboratories in the SAET. This office completes PO's, service request, etc., for the robust technology and infrastructure needs in the SAET.

The IT Director reports to the Dean.

DUTIES

1. **Coordinate, enhance and develop technology needs of the SAET:**
   a. Serve as the SAET advisor to the Dean on the purchase, upgrade, retrofit of all technology.
   b. Completes PO's, requisitions, work requests, change orders, etc., and submit to Dean for review.
   c. Inventories all equipment and software in the SAET.
   d. Support the SAET Administrative Assistant – SAET Support in reporting the receipt of new equipment or technology.
   e. Design and supervise the implementation of information technology plans in the SAET per University directives.
   f. Facilitate maximum utilization of the FAMU campus network by faculty, students, and staff.

2. **Policy Making and/or Interpretation:**
   a. Facilitate SAET compliance with University policies and planning for technology acquisition and use.
   b. Develop and recommend appropriate SAET procedures and guidelines for acquisition, repair, enhancement.
   c. Develop and recommend procedures for all activities, including, reconfiguration of hardware, installation of software, connectivity issues:
      i. Computer labs.
      ii. Fab Lab.
      iii. Model & Construction Lab.
      iv. Concrete Testing Lab.
      v. Mechatronics Lab.
   d. Maintain an inventory of technology, making recommendations to the Dean when upgrades are necessary.

3. **Program Direction and Development:**
   a. Support the mission of the SAET in designing technology platforms consistent with the academic goals.
   b. Support Division Directors in optimizing the teaching and learning environment by consultation of technology upgrades.
   c. Develop policy and procedures for the acquisition, installation, care, use of all equipment.
   d. Supervisory:
      i. Graduate Students and/or OPS assigned to FAB Lab.
      ii. Graduate Students and/or OPS assigned to Computer Labs.
      iii. Graduate Students and/or OPS performing reconfiguration of computer labs.
      iv. Graduate Students and/or OPS assigned to Model Shop.

4. **Be responsible for the effective and efficient use of allocated resources to maximize the SAET's contribution to FAMU:**
   a. Create a maintenance schedule with Directors aimed at (1). Maintaining computer systems, (2) troubleshooting errors, and (3) repairing the SAETs hardware.
   b. Create policy and procedures for effective use of equipment based on mutual respect of users, sensitivity of equipment, and privacy.
   c. Support installing computers and appropriate software in faculty and staff offices.
   d. Support design, installation, configuration, and maintenance of audio/visual and remote capable technologies in SAET lecture and studio spaces.
   e. Support design, installation, configuration, and maintenance of Fab Lab equipment and software. Also working with Directors in assigning TA's and schedules of operation and maintenance.
   f. Distribute additional personal equipment like laptops, ER goggles, desk printers by faculty after approval by the Dean.
   g. Identify funding sources that align with the strengths of the SAET. Forge new relationships based on emerging trends in technology, teaching methodology, economics.

5. **Provide SAET and University Service:**
   a. SAET Directors.
   b. University Technology Committee.