

Information Technology Addendum

<p style="text-align: center;">Primary Technology Focus of Job</p> <p>Check the box or boxes that most closely describes the functional area. Refer to SKILLS INVENTORY section for specific skills within each Technology Focus listed.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Planning <input type="checkbox"/> Systems Design <input type="checkbox"/> Systems Development <input type="checkbox"/> Systems Maintenance <input type="checkbox"/> Operations <input type="checkbox"/> End-User Support <input type="checkbox"/> Evaluation of Office Computing Needs <input type="checkbox"/> Other : _____
<p style="text-align: center;">Scope of Position</p> <p>Check the box that shows the area the position serves</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Department <input type="checkbox"/> Several areas (such as RC unit) <input type="checkbox"/> College <input type="checkbox"/> University <input type="checkbox"/> USNH <input type="checkbox"/> Other : _____
<p style="text-align: center;">Data Access</p> <p>Check the box or boxes that match the data access of this position</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Public <input type="checkbox"/> Sensitive <input type="checkbox"/> Restricted
<p>How many end-users does this position support?</p> <p>How many end-users are impacted by the actions of this position?</p>	
<p>What specific technology or technologies (hardware and software) skills/knowledge are required of this job?</p>	

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SKILLS INVENTORY

Check the box for each skill which most closely matches the skill level required of the position.

SKILL NEEDED		Not applicable	Must be able to develop this skill	Must be proficient in this skill	Must excel in this skill
Planning	Evaluate new technologies				
	Establish School/Center/University-wide architectures, standards, strategies				
	Establish School/Center/University-wide technology implementation plans				
	Design server platforms				
	Design data, voice or video networks				
	Design project plans				
	Evaluate computing needs				
	Negotiate and maintain campus site licenses and volume purchase agreements				
	Establish policy and communicate to community				
	Evaluate and make decisions regarding new project plans with respect to existing projects and priorities				
	Perform and participate in long-term strategic planning				

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System Development And Maintenance	Analyze business processes or system requirements and prepare specifications				
	Database Administration (design, implementation, monitoring, backup and recovery)				
	Data Modeling & Design				
	Code/test/debug/install/modify applications software				
	Integrate commercial and public domain software into University systems				
	Document proposals, applications, or processes				
	Assess information security and access requirements				
Facility Operations	Configure and maintain server operating system and/or application				
	Configure and maintain server operating system and/or applications software				
	Monitor, troubleshoot, and improve operation of server platform				
	System Security (backups, patches/upgrades, integrity/configuration)				
	Monitor, troubleshoot, and improve operation of network electronics				
	Supervise production operations				
	Dispatch technicians for installation or repair				
End-User Support	Perform hardware or software installation or repair				
	Design, install and maintain audio/visual equipment/computer lab environments				
	Provide primary technical support and functional use of technical products to end-users				
	Provide second level technical support to primary support providers				
	Design, implement, and/or manage workgroup LAN server and network				

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End-User Support (con't)	Document end user processes or operations				
	Publish end user technical documentation, descriptions of processes or expected operations				
	Provide instructional support to Faculty				
	Provide end-user training				
	Provide quality assurance and usability testing for end user products				
	Provide effective end user communications on technical updates, system status, technical concerns and questions				
Project Management	Administer, control and manage multiple projects and/or large, multi-organizational projects				
	Incorporate recommendations into ongoing operations				
	Complete projects in an accurate and timely manner				
	Seek out and tackle new assignments going beyond required results				
	Influence complex networks of others whose cooperation is needed for one's organization to succeed				
	Manage communications with partners in other departments				
	Participate in and manage communications programs for users in rolling out new services				
Adaptability Flexibility	Utilize time effectively to meet demands of various projects and deadlines				
	Transition easily from one task to another				
	Initiate tasks on their own, doesn't need to wait for direction				

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	Develop new techniques, approaches and/or procedures in the accomplishment of broadly defined objectives				
Strategic Thinking	Take individual initiative in keeping current on general business and technical issues through self-study				
	Create and support a learning and business environment which encourages experimentation strategic response				
	Understand rapidly changing environmental trends, market opportunities, and strengths and weaknesses of their own organization to identify the optimum				
	Provide long-term vision for new technologies, services, and policies				
Systems Management	Develop policy and procedures				
	Develop new structures				
	Other:				