

Title: COMPUTER SCIENCE LABORATORIES SUPERVISOR (PAO3IT)

Department: Computer & Information Sciences

Salary (or Range): \$40,019.20

September 30, 2011

SUMMARY

Position is responsible for the Computer Science laboratories and for the software and hardware contained therein. Analyzes, creates, and designs system and programs for use in the labs (including Unix/Linux, Windows and Mac OS software development and documentation); analyzes and recommends the purchase of hardware and software; plans and proposes future hardware, software and network needs; provides general laboratory support to the Computer Science faculty and students. Works with the campus computer security officer and implements proper security procedures for computer science servers and systems. Also works with the Informatics Laboratories Manager and UITs in solving problems that intersect their areas of responsibility.

ESSENTIAL FUNCTIONS

- Responsible for systems administration & maintenance; hardware & software evaluation, testing, installation and maintenance.
- Analyzes, creates and designs systems and programs for use in the laboratories. Stay abreast of developments in hardware and software and updates systems accordingly.
- Recommends and interprets computer science lab policies. Analyzes and recommends purchases of hardware and software. Plans and proposes future needs.
- Coordinates with UITs to implement proper security procedures for servers. Assists UITs in maintaining the inventory and registry of hardware resources of the department.
- Develops a registry of the software resources in active use within the labs. Maintains a collection of "how-tos" of the critical procedures needed to keep the lab systems clean, safe, functional and up-to-date. Takes steps to insure that the labs are clean, safe, and conducive to student learning drawing on the services of other departments on campus as appropriate.
- Keeps abreast of security topics and issues related to securing various operating systems and applications.
- Works with faculty to support course projects and faculty research projects.
- Instructs students in solving operating system and other problems during scheduled consulting hours.
- Develops instructional support materials such as tutorials and web pages.
- Position will occasionally require overtime.

QUALIFICATIONS

- Bachelor's degree in Computer Science (or equivalent experience).
- Minimum of two years of UNIX and Windows Systems administration experience preferred. (A minimum of 1 year in each system is preferred).
- Ability to perform basic hardware maintenance.
- Knowledge of PC and Apple hardware; knowledge of Windows, Unix and MacOS operating systems and software.
- Understanding of current security practices with the ability to implement them.
- Knowledge of and experience with networking, including NFS, DNS, routing protocols, router operation, network media, and UNIX and Windows shell scripts.
- Ability to work with others and communicate effectively, both orally and in writing.
- A high sense of ethics to ensure the privacy, confidentiality, and integrity of information.

Interested candidates should submit through OLA a cover letter and resume. Cover letter or resume must include the names, addresses, and phone numbers of three references. Application deadline is October 29, 2011. <https://jobs.iu.edu>

If you experience any difficulty with OLA, please contact <https://jobs.iu.edu/help/help.cfm> before the application deadline

Please Post Position Available