

JOB INFORMATION

Job Code	MA82
Job Title	Sr. Advisor, Digital Communications
Pay Grade	IT09
Range Minimum	\$68,900
33rd %	\$87,267
Range Midpoint	\$96,500
67th %	\$105,633
Range Maximum	\$124,000
Exemption Status	Exempt
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Legacy Date Last Edited	

JOB FAMILY AND FUNCTION

Job Family:	Information Technology
Job Function:	Telecommunications & Site Management
EEO Position Group	61C - Exe,Adm,Asst/AsscDir,Mgr<74400

JOB SUMMARY

The Sr. Advisor, Digital Communications is responsible for providing expertise on telecommunications and digital communications that is used to guide and contribute to projects, initiatives, and the overall strategy for the department. This position is also required to remain current with industry developments, providing technical support, and playing a key-role in decision-making related to telecommunications technologies and systems.

RESPONSIBILITIES

- Responsible for providing operational guidance and expertise in managing and maintaining the university's network infrastructure, telecommunications systems, cable TV services, and classroom technology. This includes troubleshooting issues, optimizing system performance, and ensuring the smooth operation of these technology-related services across the entire university.
- Provides guidance on contractual matters related to telecommunications. This includes advising on agreements with external communications companies and any contract that generates revenue for the university. The purpose of this is to ensure that the terms of all contracts are within the terms set by the university.
- Responsible for contributing professional assistance and advice related specifically to the university and departments communication strategy. This involves integrating various communication tools into a cohesive platform, while ensuring the effectiveness and efficiency of the university and departments communications strategy.
- Actively involved with special projects and initiatives related to communications and network infrastructure. This includes implementing new technologies to enhance existing systems, while remaining aligned with the departments current strategy.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the minimum requirements listed below, which are representative of the skill, and/or ability required.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	No specific discipline.	And	8 years of	Experience implementing and maintaining telecommunications, cable TV, and classroom technologies.	

PHYSICAL DEMANDS & WORKING CONDITIONS

Vision Requirements:
Ability to see information in print and/or electronically.