

RHODE ISLAND OFFICE OF THE POSTSECONDARY COMMISSIONER
NON-CLASSIFIED, NON-UNION JOB DESCRIPTION

TITLE: Senior Information Technologist
AGENCY: Rhode Island Nursing Education Center - Rhode Island Office of the Postsecondary Commissioner
REPORTS TO: Manager of Simulations and Technology Operations
SUPERVISION OF: N/A
SALARY GRADE: 12

POSITION OVERVIEW:

The Office of the Postsecondary Commissioner (OPC) invites applications for the full-time position of Senior Information Technologist.

The Rhode Island Nursing Education Center (RINEC) is a facility shared between the Rhode Island College (RIC) and the University of Rhode Island (URI) nursing programs. The Center features 133,000 square feet of shared simulation labs, clinical teaching labs, mock hospital and exam rooms, classrooms, and offices, all representing state-of-the-art technology and learning environments.

The Senior Information Technologist, under the direction of the Manager of Simulations and Technology, will plan, implement, and provide services that support the use of information technology within the Nursing Education Center. Provide authoritative technical consultation and assistance to faculty and staff located at RINEC and provide associated administrative and logistic support as required. Serve as a senior technologist responsible for complex instructional technology systems. Assist with the operation and maintenance of simulation equipment. Work with the information technology support at OPC, RIC, and URI to fulfill the mission of RINEC.

SPECIFIC DUTIES:

- Provide technology support for administrative, research, and teaching use of information technology at RINEC.
- Provide desktop support services for faculty and staff located at RINEC.
- Ensure functioning of all RINEC IT equipment, including simulators, skills labs, video- capture, AV classroom equipment, simulation software, hardware and manikins, and access to web-based programs.
- Assist faculty in the integration of technology into the curriculum.
- Conduct demonstrations and training sessions in the use of instructional hardware and software.
- Create and publish user documentation, including web resources and user manuals, for supported instructional technology tools and software within RINEC.

- Participate in projects to integrate new technologies including installing, configuring, and testing new hardware and software.
- Develop technical proficiency with all aspects of the operation, maintenance, support, troubleshooting, and repair of RINEC simulation equipment.
- Provide authoritative technical consultation to faculty and staff located at RINEC.
- Evaluate, specify, and procure related components. Develop and manage bids, contracts, request for proposals, and vendor relationships in support of information technology initiatives.
- Function independently or as a member of an information technology team.
- Supervise technical, professional, clerical, and student support staff as assigned.
- Maintain an active commitment to professional development and mentor junior staff.
- Work with staff to produce tools to capture and report data from various activities at RINEC.
- Perform other duties as assigned.

QUALIFICATIONS:

Required Skills, Knowledge, and Abilities:

- Experience with personal computers, printers, Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook)
- Demonstrated knowledge of desktop computer hardware and software (Windows and Macintosh platforms), and the ability to provide end user support and troubleshoot user problems with computer hardware and software.
- Ability to understand institutional policies, plans, objectives, rules, and regulations and communicate the interpretation to subordinates and others.
- Ability to communicate effectively (verbally and in writing) and possess strong interpersonal skills.
- Ability to document procedures and practices.
- Demonstrated project management skills.
- Ability to organize, coordinate, and direct support staff.

Required Qualifications:

- Education: Bachelor's degree.
- Experience: A minimum of four years of relevant experience in information technology.

Preferred Qualifications:

- Bachelor's degree in computer/information technology.
- Experience in healthcare or a simulated learning environment.
- Experience in higher education environment.

ENVIRONMENTAL CONDITIONS:

This position requires significant lifting, moving, installation of heavy equipment and wiring, and other related information technology components.

This is a fulltime position. **To apply, please submit a resume and cover letter to hr@riopc.edu.** Applications will be accepted until the position is filled with priority given to applications received by September 30, 2021.

The Office of the Postsecondary Commissioner is dedicated to the goal of building a culturally diverse and pluralistic team committed to working in a multicultural environment and strongly encourages applications from minorities and women.

Reasonable accommodations for individuals with disabilities can be arranged in order to perform the essential functions of the job.

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