COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION OUTLINE

JOB TITLE: COMPUTER INFORMATION TECHNOLOGY SPECIALIST

PAY GRADE: P-1

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Support technical skill attainment among Business and Technology students by enhancing student success on industry certification exams. Function as primary liaison with the college's Testing Center to create a streamlined process for students and faculty. Ensure accurate data is captured and reported for department programs related to industry certifications. Support faculty and students with tutoring, classroom resources, and educational tools that support student success.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

PREREQUISITES FOR THE POSITION (Qualification Standards):

1.   Education or Training: Associate's degree in Information Technology or related field required. Computing Technology Industry Associations (CompTIA) and Microsoft Office Specialist (MOS) certifications are preferred.

2.   Years of experience in the field: Two years of related work experience in computer information technology is required.

3.   Special skills or abilities related to the position: Technical skills including Computing Technology Industry Associations (CompTIA) and Microsoft Office Specialist (MOS) certifications, strong interpersonal, organizational, and problem-solving skills are required.

ESSENTIAL JOB FUNCTIONS:

1. Support technical skill attainment for Business & Technology students by creating study materials that support industry certification.

2. Tutor and assist any MOS or CompTIA student either in a lab, by phone, or by remote sessions.

ESSENTIAL JOB FUNCTIONS: (Continued)

3. Support Industry Certification activities for Business & Technology programs by registering students for exams, assisting faculty and testing center with scheduling, managing scheduling software, and proctoring relevant exams as needed.
4. Track industry certification data for the department and complete reports for Institutional Effectiveness and Perkins Grant as needed.
5. Work with Business and Technology faculty to identify relevant certifications to add to the program and complete annual applications as needed.
6. Coordinate process for adding certifications to departmental programs to include researching requirements and fees, assisting instructor to embed in appropriate courses and calculate lab fees, tracking and documenting results
7. Assist CIT instructors in creating quality learning opportunities for students by assisting in the classroom with on-campus classes, building student computers, and updating labs as needed.
8. Serve as the department liaison with the Testing Center to develop seamless processes for BTW faculty and students.
9. Assist with department events as needed.
10. Assist with tracking employer engagement and job placement data as needed including data entry, generating reports, and gathering student data.
11. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

ENVIRONMENTAL CONDITIONS

- Works in an office environment

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Manager – Work Readiness or Designated Supervisor