

Title: **INFORMATICS LABORATORIES SUPERVISOR (PAE3IT)**
Department: **Computer & Information Sciences**
Salary (or Range): **\$46,000 - \$48,000**

September 29, 2011

SUMMARY

Position is responsible for the Informatics laboratories and for the software and hardware contained therein. Analyzes, creates, and designs system and programs for use in the labs and provides general laboratory support to the Computer Science and Informatics faculty and students. Implements proper security procedures for Informatics servers and systems. Additionally, will dedicate up to 25% of the time to the teaching of Informatics and Computer Science courses. On occasion "backstopping" service may need to be provided to the Computer Science Laboratory Supervisor and to the University Information Technology Services (UITS).

ESSENTIAL FUNCTIONS

- Provides general laboratory support to the Informatics laboratories, service for Informatics faculty workstations, and administration with proper security implemented for the Informatics servers. Responsibilities include system administration, uninterrupted laboratory support, hardware and software installation and maintenance, network administration and connectivity support, coordination of Informatics laboratory systems with those of Computer Science and UITS and software development support for departmental projects.
- Keeps abreast of security topics and issues related to securing various operating systems and applications.
- Supports course projects, faculty research and campus initiatives.
- Supports specialized and departmental classrooms and laboratories such as the active learning laboratory.
- Conduct workshops, and training sessions to introduce students, faculty and other user to the Informatics laboratory.
- Instructs students in solving operating system and programming problems during scheduled consulting hours.
- Develops instructional support materials such as tutorials and web pages.
- Dedicates up to 25% of time to teaching Informatics and Computer Science courses.
- Represents the department at various events including major fairs.

QUALIFICATIONS

- MS 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.
- Ability to teach freshman and sophomore level courses in Computer Science and/or Informatics.
- Strong oral and written communication skills.
- Knowledge of and experience with networking, including NFS, DNS, routing protocols, router operation, network media, and UNIX and Windows shell scripts.
- 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 28, 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

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