West Virginia University
Generic Job Description
(Professional Technologist 1)

Date Effective: January 1, 2014
Grade/level: Level I (entry)
Job Status: Non-Classified

Summary: Research, design, and development of entry level/minor information technology projects critical to the mission of administrative and academic areas of the University and provide general assistance to higher level professional technologists in support of technical projects.

Distinguishing Characteristics: This is an entry level position working under the direction and supervision of a Prof Tech 4, Prof Tech 5, Assistant Director or Director of a unit or program. Regular meetings with the immediate supervisor are held to discuss specific project assignments, current and future policies and resource requests, or to establish goals.

Tasks assigned to this position will be somewhat complex, involving different applications, vendors, database and custom code.

Reporting Relationships: This position typically reports to a Prof Tech 4, Prof Tech 5, Assistant Director or Director of a unit or program.

General Duties and Responsibilities:

1. Independently and/or as part of a team, plan, coordinate, conduct and implement a wide variety of technology systems activities, including: database, applications, systems, telecommunications, web-based and/or networking support activities necessary to maintain information technology systems, processes, and projects.
2. Follow policies, processes, procedures and associated documentation in compliance with development and security standards, federal and university privacy, confidentiality, and security guidelines relative to securing personal information (generated, stored and/or transmitted electronically) maintained in supported systems.
3. Prepare technical documentation, including interpretation of business rules, flow charts, logic diagrams, and code, according to industry documentation standards.

Minimum Qualifications: Demonstrated ability to perform the job duties and responsibilities indicated above typically acquired by the completion of a bachelor of science in an engineering or computer science related discipline with no prior
work experience required; or any equivalent combination of education, certifications, and experience that provides the incumbent with the knowledge, skills, and ability to successfully perform the job.

**Knowledge, Skills, and Abilities Required:**

1. Strong interpersonal skills with ability to interact at all organizational levels and with technical staff, managers, and end-users.
2. Strong communication skills in English, both oral and written.
3. Demonstrated ability to prepare technical documentation and justify approach used.
4. Demonstrated ability to work and communicate in challenging situations.
5. Strong analytical skills to be able to research, analyze, detect, and technically correct developed processes.
6. Demonstrated ability to reason logically and analyze and solve problems. Ability to define procedural problems, collect and evaluate data, draw valid conclusions and project consequences of various alternative recommendations.
7. Demonstrated ability to manage multiple tasks and prioritize as needed.
8. Ability to take direction from peers if directed for the purpose of a project.
9. Initiative and motivation to request, accept, and complete tasks as required.
10. Demonstrated ability to work as a member of a team of diverse skill levels and expertise from multiple areas.
11. Proven programming experience with computer languages specific to job.
12. Proven experience with specific software and hardware environments.
13. In depth knowledge of general office software including word-processing, database, and spreadsheet applications (prefer Microsoft Office including Word, and Excel).