

## **JOB DESCRIPTION**

**POSITION TITLE:** Student Technology Fee Coordinator

**INCUMBENT EMPLOYEE:** Jennifer Long

**EMPLOYEE CLASSIFICATION:** Entry Level Administrator

**FUNCTION OF WORK:** Serves as a liaison between the students and the University administration

**SUPERVISION RECEIVED:** Direct from Vice President of Technology, Research and Economic Development

**SUPERVISION EXERCISED:** Oversee Student Technology expenditures

### **DUTIES AND RESPONSIBILITIES**

**% of time**

100%

**Description**

The Student Technology Fee Coordinator is an unclassified regular University position funded with Student Technology Fees. The position assist student users of automation products and development of associated departmental resources. The position:

- 1) Serves as a liaison between the students and the University administration;
- 2) Serves as the budget Unit Head for Student Technology Fee expenditures;
- 3) Records and posts minutes of STAT meetings;
- 4) Serves in a report capacity to the Chair of the Student Technology Advisory Team;
- 5) Assists in the development and implementation of student driven technology initiatives;
- 6) Provides guidance to departments in the purchase of student computer related hardware and software;
- 7) Works with the university administration to effectively implement (NSTEP).
- 8) Develops training programs for student users and lab assistants.
- 9) Coordinates with colleges and departments to support student applications in the student technology lab environments;
- 10) Prepares the year end report of Student Technology Fee expenditures for presentation to STAT, the Internal Auditor, and the University President. Supporting the President, and members of the university community.