CLASSIFICATION SUMMARY

THE GEORGE WASHINGTON UNIVERSITY

Title: Information Systems Coordinator

FLSA: Exempt
Code: 402A
Grade: 21

BASIC FUNCTION AND RESPONSIBILITY

To design, install and manage activities that support The George Washington University Information Network by coordinating communications functions related to multiple campus networks and to perform complex telecommunications systems design services in the areas of voice, data and video.

ENTRY-LEVEL QUALIFICATIONS

A Bachelor's Degree in Computer Science, Management Information Systems (or a closely related field), or an equivalent combination of education, training and experience is necessary.

A minimum of three years of experience designing, installing and managing data/voice information network systems, to include a demonstrated understanding of microcomputer software/hardware, LAN/WAN and data communications technologies are necessary.

Strong communication and customer service skills are necessary.

Some experience with UNIX, Novell, System 85 & 75, or PBX is desirable.

The George Washington University is an Equal Opportunity/Affirmative Action Employer.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.