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| Top of Form     |  | | --- | |  | | **Administrative/Professional Position Description** | |  | | |  |  |  | | --- | --- | --- | | **Department Number/Name** ECE | **Unit** NYU WIRELESS | **Division** |  |  |  |  |  | | --- | --- | --- | --- | | **Object Code** | **Band/Level** | **Job Family** | **Current Position Title** IT manager & web developer |  |  |  |  | | --- | --- | --- | | **Date Position Last Evaluated** | **NYU ID** | **FLSA Status** |  |  |  |  | | --- | --- | --- | | **Reports to Name (1)** Theodore S. Rappaport | **Reports to Name (2)** | **PA Position Number** |  |  |  |  | | --- | --- | --- | | **Reports to Title (1)** Professor & Director | **Reports to Title (2)** | **Approved By** | | | |  | | --- | | 1. **Position Summary** *What is the main purpose of this position? Why does it exist? (e.g., to administer client database; to create marketing strategies; to provide administrative support to department of 6 people, etc.)*   Manage all IT and web related activities for NYU WIRELESS and the Director. | | 1. **Principal Accountabilities** *What are the major responsibilities of this position? List the what, how and why of each responsibility and provide examples, as necessary. Use specific verbs of action, such as "manages", "operates", "analyzes", "files", etc. Indicate % of time spent on each. Please arrange accountabilities in descending order of importance.* | | |  |  | | --- | --- | | Job task | % (total to 100%) |  |  |  | | --- | --- | | Web developer / designer: Manage and develop NYU Wireless website, password- protected industry affiliate webpages, student resumes, publication database, mailing lists, newsletters, project websites. | 35 | | IT manager: Manage NYU WIRELESS servers, all PCs, phones, printers, access cards, engineering software & license manager | 30 |  |  |  | | --- | --- | | Content & graphic design: Coordinate with the PR manager for creating web page content and graphics for the center director, newsletters, social media, powerpoint templates, posters | 15 |  |  |  | | --- | --- | | Administrative: Work and coordinate with PR manager for creating and distributing newsletters, annual board meeting, 5G Summit & recruiting day. Coordinate with facilities management, conference room booking, scheduling tours. | 20 | | |  | | 1. **Position Qualifications** *Required Education Required Experience Required Knowledge, Skills, and Abilities  Preferred Education Preferred Experience Preferred Knowledge, Skills, and Abilities*  * Bachelor's degree required * Extremely Strong written and oral communication skills and proven great attention to details and accuracy: Excellent command of voice, style, tone, grammar and vocabulary. * Proven professional website design skills and professional IT management skills * 2-5+ years of IT and web design and website maintenance experience, with excellent working knowledge of modern web practices, graphical, and social media design and development tools and techniques * In-depth knowledge and understanding of Social Media platforms, their respective participants (Facebook, Twitter, Yelp, Google+Local, YouTube, Instagram etc.) and how each platform can be deployed in different scenarios * Experience sourcing and managing content development and publishing * Excellent writing and language skills * Ability to work independently and manage key projects * Strong interpersonal and verbal communication skills * Interest in working in a university research lab in the wireless space | | **4. Institutional Impact** *Indicate quantifiable factors that provide a framework for the position, e.g., number of faculty and/or employees supported, students counseled, events planned, size of budget managed, etc.*  The position will work with the Director and PR manager to provide support for the entire center. The NYU WIRELESS center additionally has a large number of faculty, 14 industrial affiliates and several millions of dollars of research annually. | | **5. Authority & Accountability** *Is the incumbent executing or developing policy (provide examples)? Does the incumbent's work deliverables impact individual department, overall school or unit or entire University - specify primary deliverables.*  The position will be the leading IT role in the NYU WIRELESS center, which has faculty from three departments (ECE, Courant and NYU School of Medicine). Within ECE, it is the largest research center and one of the main centers for excellence in the School of Engineering. The position will be vital to maintaining and growing the support and recognition of the center and maintaining NYU WIRELESS webpages,  newsletters, and social media. | | **6. Critical Thinking & Decision Making** *Provide 1 or 2 examples of the most important decisions made by someone in this position and those referred to the next level.*  The candidate will need to be able to work independently, and not simply code the web pages, but also design the content. | | **7. Internal/External Contacts** *Indicate with whom the incumbent regularly interfaces with and the purpose of the contact, e.g., provide counseling to students, negotiate contracts with vendors.*  Internally, the person will report to the Director of NYU WIRELESS, Ted Rappaport and coordinate activities with the PR/office manager. He / she will also coordinate with various NYU WIRELESS faculty and students, mostly from Prof. Rappaport’s group.  Externally, the person will coordinate with existing industrial affiliate board members. He / she will also coordinate with NYU ITS and facilities | |  | | **8. Organization Chart**  **(Separate document attached to Position in system)** *( completed by Human Resources)* | | **9. Indicate the number of employees supervised (# administrative/professional, # clerical/technical support staff, # student/temporary employees).**  Up to one as well as student support. | |   Bottom of Form |

**For Re-evaluations of Existing Positions Only**

1. What has changed within the organization to require the evaluation of this position, e.g., department expansion, reduction, reorganization, etc.? Please list any new duties and explain origin:
2. If duties are being deleted, indicate what position(s) will assume these duties; or if they will no longer be performed, indicate why, e.g., automation, redundancy, etc.
3. Will reporting relationships change because of this position? If yes, please explain.