**Position: IT Coordinator, Assistive Technology and System Administration**

**Description:** The Enrollment Services Information Technology Coordinator for Assistive Technology and Systems Administration is responsible for providing campus leadership in ensuring electronic and information technology, Americans with Disabilities Act (ADA), accessibility compliance for all students. The Coordinator provides guidance and consultation in technical matters such as network integration and hardware and software selection and installation. The position is responsible for overseeing all Enrollment Services equipment acquisition of third party software applications such as, but not limited to, document imaging, problem ticket management, etc. The position oversees equipment inventory control for Enrollment Services. The individual serves as the Systems Administrator for Enrollment Services under the direction of the Division of Information Technology (IT) and supervises any staff providing system administration support within Enrollment Services departments. The position also manages the specialized assistive technology for the students and staff of the Disabilities Resource Center (DRC). The position reports to the Associate Vice President for Enrollment Services and works under the guidance of the University’s Division of IT and the DRC to ensure ADA and IT compliance. Salary range $48,900 – $62,100.

**Qualifications**: Bachelor’s Degree from an accredited institution and four years of IT and/or related assistive technology and systems administration experience or Master’s Degree and two years of IT and/or related assistive technology and systems administration experience.

Apply at <https://www.unrsearch.com/postings/15867>. We are accepting online applications only.

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