AUBURN
Human Resources

Sr. Advisor, Digital Communications

Job Description

JOB INFORMATION

Job Code	MA82
Job Description Title	Sr. Advisor, Digital Communications
Pay Grade	IT09
Range Minimum	$80,230
33rd %	$101,620
Range Midpoint	$112,320
67th %	$123,020
Range Maximum	$144,410
Exemption Status	Exempt
Approved Date:	2/9/2024 3:05:17 PM

JOB FAMILY AND FUNCTION

Job Family:	Information Technology
Job Function:	Telecommunications & Site Management

JOB SUMMARY

The Sr. Advisor, Digital Communications is responsible for providing expertise on telecommunications and digital communications that is used to guide and contribute to projects, initiatives, and the overall strategy for the department. This position is also required to remain current with industry developments, providing technical support, and playing a key-role in decision-making related to telecommunications technologies and systems.

RESPONSIBILITIES

- Responsible for providing operational guidance and expertise in managing and maintaining the university's network infrastructure, telecommunications systems, cable TV services, and classroom technology. This includes troubleshooting issues, optimizing system performance, and ensuring the smooth operation of these technology-related services across the entire university.
- Provides guidance on contractual matters related to telecommunications. This includes advising on agreements with external communications companies and any contract that generates revenue for the university. The purpose of this is to ensure that the terms of all contracts are within the terms set by the university.
- Responsible for contributing professional assistance and advice related specifically to the university and departments communication strategy. This involves integrating various communication tools into a cohesive platform, while ensuring the effectiveness and efficiency of the university and departments communications strategy.
- Actively involved with special projects and initiatives related to communications and network infrastructure. This includes implementing new technologies to enhance existing systems, while remaining aligned with the departments current strategy.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	No specific discipline.	and	8 years of	Experience implementing and maintaining telecommunications, cable TV, and classroom technologies.	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.