



# Example of Information Technology Specialist Job Description

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Our growing company is hiring for an information technology specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for information technology specialist

- Drive standards and guidelines for the architecture in alignment with the Enterprise Architecture principles and the other architecture domains
- Coordinate the governance, maintenance and enhancements of enterprise architecture information assets and artifacts (principles, strategies, processes, references, patterns, standards, guidelines)
- Develop and maintain a comprehensive understanding of end-to-end business processes, working with business partners to define and identify optimization, improvements, or innovation opportunities aligned with established enterprise architecture principles
- Work with Faculty/Staff and IT support teams to develop and implement media and other technology related solutions and create associated training videos and documentation for future use
- Represent the needs of faculty on integrating technology in classroom and other supported spaces, to ensure achievement of both pedagogical and IT goals based on industry standards, best practices and recommended vendors
- Daily oversight of the lecture capture/recording service working closely with Classroom Technology to schedule and support resources as needed
- Support periodic media-related activities on River Campus, including videography and post-production work
- Work with the desktop support team to define required multimedia related applications as they relate to common client and base configurations

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- Support Desktop, and Network Printing

## Qualifications for information technology specialist

- Working knowledge of Local Area Network (LAN) and Wide Area Network (WAN) technologies and data backup technologies to include communication security (COMSEC) integration
- Working knowledge of JAFAN 6/0, DCID/JAFAN 6/3, DCID/JAFAN 6/9, and Joint DODIIS/Cryptologic SCI Information Systems Security Standards, Common Criteria, and System Security Policy as they relate to C&A
- Must have working knowledge and current relevant experience with PL1 & PL2 systems
- Willingness and ability to work evenings, weekends, and holidays as necessary
- Bachelor's Degree in computer science, physics, engineering, medical physics, biomedical imaging, or biological sciences
- High degree of computer competency