JOB DESCRIPTION

AUB

JOB TITLE: Computer Lab Administrator

DEPARTMENT: School of Nursing

DIVISION: Faculty of Medicine

1. BASIC FUNCTION:
The Computer Lab Administrator maintains and supports local area networks in a Windows 2000-03 servers and XP and Vista computers environment. This includes installing, configuring, and upgrading hardware and software applications. The Administrator manages the School of Nursing (SON) lab databases, and faculty and staff PCs as well as maintains and updates the SON website. The Computer Lab Administrator ensures confidentiality of information on SON servers.

2. DUTIES PERFORMED:
   a. Supervises installation of computers and computer-related equipment at SON.
   b. Consults with CNS on maintenance and software matters.
   c. Manages tasks and activities which are controlled and provided by the servers at SON to ensure the daily operation of users, including management of network resources and user rights.
   d. Performs installation and maintenance of computers for the SON. Configures, upgrades hardware and software for SON Lab and other PCs.
   e. Provides computer technical support, training and consultative service to researchers at SON and BSN and MSN students.
   f. Performs logical and physical database design; builds new databases or modifies existing ones. Manages databases including backup, recovery and security.
   g. Continuously maintains and updates the SON website.
   h. Manages the occupancy and availability of SON lab according to schedules and needs
   i. Performs various duties related to the computer network at SON and other duties upon request.
3. WORK CONTACTS:
Has regular contact with Computing and Networking Services (CNS), faculty and staff members, research affiliates, and students at SON.

4. INDEPENDENCE OF OPERATION:
Reports to the Executive Officer of SON. Works according to established professional standards and University policies and procedures. Completed work may be spot checked from time to time and subject to general review by director.

5. SUPERVISORY RESPONSIBILITY:
May give work direction to Research/Graduate Assistants or student workers as assigned.

6. PHYSICAL EFFORT:
Minimal physical effort is required.

7. WORK CONDITIONS:
Clean and pleasant.

8. MINIMUM REQUIREMENTS:
   a. A Bachelor's degree or its equivalent in computer science, information management system, information science or related field.
   b. 2 years experience in data processing functions, database administration, or developing and testing software programs.
   c. Good knowledge of English and Arabic.
   d. Experience in NT network system and statistical computing preferred.
   e. Familiarity with networking and mode of function