

POSITION X2440	IT Coordinator
LOCATION	The University of Tennessee, Institute of Agriculture, Information Technology Services, Knoxville, TN
EFFECTIVE DATE	Review of applicants will begin immediately and continue until the position is filled.

SALARY AND BENEFITS

Salary is commensurate with training and experience. Benefits include group hospitalization and life insurance; State Employees Retirement; Workers' Compensation; sick and annual leave; numerous University of Tennessee and state benefits programs, including liberal time off for holidays and longevity pay after three years of service; reimbursement for official travel.

JOB DESCRIPTION

The University of Tennessee Institute of Agriculture's (UTIA) Information Technology Services (ITS) department invites applications for a full-time IT Coordinator. This position reports to the Chief Information Officer (CIO). It works closely with UT Extension's program leadership to set IT standards, lead projects, establish IT priorities, participate in web-based system design, and recommend resource allocation. It develops the IT vision for specialized IT services in Extension programs, provides solutions by aligning with the Institute's technology strategy and strategic plan of UT Extension, and presents the vision to Extension personnel for adoption. This position will focus on UTIA approved platforms to meet the growing technology needs of Extension program areas. This position will participate in the planning, development, construction, evaluation, and functionality of the web presence and web applications that serve the needs of Extension. Other duties as assigned.

RESPONSIBILITIES

- This position reports to UTIA's CIO about the needs of Extension.
- Works with Extension leadership to develop a comprehensive IT strategy to match business objectives and support the needs of Extension personnel across the state.
- Works with Institute CIO to ensure alignment of Extension goals and strategy with Institute's strategy and develops implementation plans, priorities, and goals as needed.
- Coordinates with Extension IT staff to ensure that IT activities and projects meet the strategic objectives of the UT Extension office and the Institute as a whole.
- Prioritizes and manages medium to large projects to ensure success of projects. Uses Information Technology Services (ITS) project management system to manage, update, and track project progress.
- Evaluates existing systems, conducts research, and analyzes data to influence development of user-centered design standards for Extension's web presence and web applications to ensure alignment with long-term strategic goals of the Institute and Extension.
- Participates in system integration planning to ensure content management solution and associated web applications meet the needs of Extension's strategic plan and business goals.

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Eligibility and other terms and conditions of employment benefits at The University of Tennessee are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University. Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), 1840 McRose Avenue, Knoxville, TN 37996-3560, telephone 865-974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.

- Participates in the user design experience for content management systems and other web-based applications.
- Conducts research, evaluates technology services, and consults ITS colleagues to devise new approaches to meet client needs in a standardized method.
- Collaborates with ITS colleagues, Extension, Marketing & Communications, and other content managers to assess needs and develop action plans to utilize technology to the needs of Extension.
- Provides subject matter expertise to ensure web sites, intranets, and applications advance the strategic goals of the Institute, Extension, and their unit/department.
- Ensures Extension’s web presence adheres to the Institute’s marketing and branding standards.
- Mentors other IT professionals.

QUALIFICATIONS

Required:

Education and Experience:

- Bachelor’s degree or a minimum of five years of experience in computer programming or web development.
- Five years of experience in a professional environment.
- Five years of experience managing professional websites with content management systems.
- Three years leading technical projects.

Knowledge, Skills, and Abilities

- Ability to map business processes, make recommendations and model solutions.
- Sound skills in decision-making, critical thinking, strategic thinking/planning, and crisis management.
- Ability to work with web development tools for new applications. This includes WordPress, web design and demonstrated data integration skills in multiple Web design disciplines (as examples) CSS, HTML, wireframing, Illustrator, PHP, and MS SQL.
- Working knowledge of basic database administration and the skills to apply consistently quality and security standards.
- Excellent written and oral communication skills.
- Strong project management and leadership skills.
- Ability to work independently and within a team environment.
- Excellent time management skills.
- Advanced skills in the use of Microsoft Office products.
- Ability and desire to lead and mentor others.

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Preferred:**Education and Experience:**

- Five years of experience participating in technical projects that includes working with a team of peers in completion of a defined scope.
- Five years of experience leading technical projects that includes decision-making, critical thinking, and strategic thinking/planning.
- Three years supervising experience.

Knowledge, Skills, and Abilities:

- Working knowledge of WordPress, Microsoft 365 features, and business solutions integration.
- Knowledge of UT Extension and its departments.

TO APPLY:

Please apply online by clicking this link: [External Applicants](#) [Internal Applicants](#)

Submit a complete application packet which includes a 1) letter of interest, 2) a resume or curriculum vitae, 3) and official or unofficial transcripts showing degree(s) conferred.

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212 D Morgan Hall Fax: (865) 974-0882
Knoxville TN 37996-4525

E-mail: UTExtensionPersonnel@utk.edu
Web Site: <http://utextension.tennessee.edu>

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