Position Title: Technical Infrastructure Specialist  
Department: Research, Sponsored Programs & Dual Degree Engineering  
Reports To: VP of Research, Sponsored Programs & Dual Degree Engineering

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

**General Function (Description):**

The Technical Infrastructure Specialists (TIS), will create, alter and manage Office of Research of Sponsored Programs' information centers. He/she will analyze the computer and communications system to identify any components that should be altered to better suit the research enterprise's needs. The TIS will take on the task of identifying, installing and managing these new parts, systems or software programs.

**Duties and Responsibilities:**

- Evaluate and recommend necessary changes in performance tuning, infrastructure design and monitoring.
- Conduct complex technical evaluation and suggest proposed physical architectures along with detailed designs.
- Install, configure and maintain applications with IT infrastructure.
- Analyze problems, evaluate technical issues, test, maintain, modify, integrate, monitor and ensure to automate software systems.
- Conduct long-range strategic plans of IT infrastructure plus operational aspects of application execution within infrastructure.
- Handle organization-wide windows based application projects of complex to ensure applications optimal performance and related infrastructure.
- Configure complex and visible integration aspects like MW connectivity, database connectivity and SOAP calls to attain business requirements.
- Execute application-level SSL plus configure mutual validation for back-end systems communication.
- Support install applications for system production and test to ensure maximum support through applying best practices.
- Execute technology successfully by minimal downtime as well as disruption.
- Write infrastructure related scripts to automate all manual tasks plus streamline operational activities.
- Provide general framework plus environment to assist application developers and maintain activities.
- Involve actively in teams of cross-functional project to assist solve problems inclusive of different technologies straddling multiple work groups.
Knowledge, Skills and Abilities:

- Ability to consistently achieve daily/weekly/monthly activity goals
- Must be able to meet high quality standards, follow regulations, and maintain confidentiality
- Problem-solving and analytical skills and ability to analyze issues and articulate appropriate solutions to management

Minimum Hiring Standards:

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<th>Education</th>
<th>Bachelor’s Degree in Engineering or Computer Science from an accredited college or university with a minimum of 4 years of IT, engineering, scientific or other technical experience. Knowledgeable about system security, problem-solving, time management, cooling, cabling and power systems.</th>
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<td>Years of Experience</td>
<td>The Technical Infrastructure Specialist requires applicants to have at least 4 years of experience in enterprise data storage, backup solutions and networking.</td>
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