



# The University of Texas at San Antonio™

## Job Description

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<b>Job Title:</b>	Program Manager for Academic Technologies	<b>Job Family:</b>	UT012 – Info Tech
<b>Type:</b>	Classified - Exempt	<b>Job Code:</b>	18989
<b>Department:</b>	Academic Innovation – Academic Technologies	<b>Salary Grade:</b>	63
<b>Reports to:</b>	Director, Learning Technologies	<b>Created/Revised:</b>	11/1/2021
<b>Work Modality:</b>	Hybrid: On-Campus & Remote; may vary dependent upon department needs		

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## Job Summary

Actualize the goals of the University and administration through the managing of technology and audio/visual systems related to construction projects' scope, schedule, and budget. Works as a liaison for Academic Technologies on all aspects of technology and audio/visual systems related new construction and renovation projects from initiation through completion. Responsible for leading design professionals and contractors hired by UTSA to meet established technology and audio/visual standards within project budgets and schedules. Will be the primary point of contact between outside entities and Academic Technologies management. The position is responsible for coordinating all technical and administrative activities between the Department and design professionals, consultants, agents, vendors, contractors, in the implementation of all UTSA construction and capital improvement projects.

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## Core Responsibilities

1. Maintain the design and construction technology and audio-visual systems on multiple capital improvement projects ranging in construction budgets including scheduling, RFI's, change orders, and reviewing/approving contractor shop drawings.
2. Serves as a liaison for the department with contracted design professionals involved in planning, design and construction of projects using latitude for independent judgement.
3. Collaborate with Information Technology and Facilities Services staff to ensure that the coordination of activities is consistent with the university's goals and objectives. Provides information regarding tasks, plans, schedules, strategies, and organization structures to stakeholders.
4. Assure conformity using in depth knowledge of design with program requirements, time schedules, budget limitations and Academic Technologies design standards and criteria.
5. Inspect work in progress and oversee workmanship per contractual requirements on a regular basis at job sites under general supervision.
6. Serve as the department's point of contact to resolve problems, provide clarification, or interpret complex information/policies, and provide initial screening/negotiations using latitude for independent judgement.
7. Ensure compliance of construction plans, specifications, and contract conditions and adhere to regulations and university requirements in the performance of project work.
8. Arrange and participate in professional development training for the department
9. Coordinate special initiatives within Academic Technologies in regards to Academic Technologies.
10. Collaborate with other departments on the performance of construction work to keep interruptions to a

minimum.

11. Keep the Director and co-workers up to date on matters regarding assigned functions/departments and updates university stakeholders on project progress and scheduling.
  12. Ensure consultants maintain approved project and construction budget; may be asked to provide recommendations on budget revisions to the Director of Academic Technologies
  13. Perform other related duties as assigned within the appropriate skill and experience capabilities expected for this position.
  14. Work with Academic Technologies management to ensure design and implementation meet the needs of the UTSA faculty, staff, and students.
  15. Set realistic goals and timelines to best fit the universities ongoing mission to support the UTSA community.
  16. Coordinate staff training for all new technology to ensure Academic Technologies staff are properly equipped to support new and updated technology.
  17. Monitor equipment performance, placing equipment purchases; maintains up-to-date knowledge of equipment and technical advances
  18. Coordination of repairs and onsite maintenance with third party vendors or service providers.
  19. Assist with budget planning for the department.
  20. Work with Academic Technologies Inventory Contact Person (ICP) to ensure all new assets are properly assigned and tracked.
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## **Minimum Requirements**

### **Education/Certifications**

- Bachelor's degree from an accredited institution; Technical training/experience may be substituted

### **Experience**

- Eight years of technical and management experience with audiovisual equipment installations, audiovisual equipment, video conferencing equipment and enterprise AV management systems.
  - Four years of supervisory experience of AV installations.
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## **Knowledge Skills & Abilities**

- List any knowledge, skills and abilities needed, to include both hard and soft skills
  - Ex. Basic understanding of clerical procedures and systems such as recordkeeping and filing
  - Ex. Demonstrated independent decision-making and problem solving ability
  - Ex. Excellent verbal and written communication skills
  - Ex. Proficient in Microsoft Office Suite
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## **Core Competencies**

Individual Contributor:

Customer Focus, Dealing with Ambiguity, Functional and Technical Skills, Action Oriented, Self-Development

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## **Working Conditions**

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**Working Environment:**

- Staff member serves as a key management team member for a department with 24x7 service requirements, and must be accessible via mobile device capable of voice and email communication (text messaging optional).
- Standard office environment.
- Exposure to electrical currents associated with audio visual equipment

**Physical Demands:**

- Operational understanding of various audio-visual and video conferencing equipment.
  - Able to lift 30lbs or more with or without a reasonable accommodation.
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