Information Technology Job Function

IT User Support Mgt VI
Grade: 60
Job Code: I0660M
Job Family: IT User Support Management
Job Family Matrix: IT User Support Matrix

Summary
Direct technical support to customers for one or more of the following: computer hardware, mobile devices, software and network related problems, and accessibility.

Core Duties
- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Lead IT strategy development
- Direct the planning and implementation of large IT projects that have significant impact on the management of the business, including systems integration and installation initiatives
- Responsible for vendor management
- Develop and oversee departmental budget
- Build strategic alliances; negotiate and influence across school, department, or university
- Abide by and follow the Harvard University IT technical standards, policies, and Code of Conduct

Basic Qualifications
- Minimum of seven years’ post-secondary education and/or relevant work experience
- Demonstrated project management experience
- Supervisory experience

Additional Qualifications and Skills
- Minimum three years’ demonstrated highly specialized knowledge of a specific technology
- Knowledge of Microsoft Office Suite
- Knowledge of advanced user support practices
- Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor
- Experience with operational reporting

Certificates and Licenses
- Completion of Harvard IT Academy specified foundational courses (or external equivalent) preferred

Physical Requirements
- Must be able to individually lift and move computer equipment up to 50 pounds, and periodically up to 100 pounds with the assistance of others

Working Conditions
- Work is performed in an office setting
- Occasionally required to work outside of normal business hours, and may be called during off hours