



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Telecommunications Services Specialist
Job Code: 184

Overtime Pay: Ineligible

Primary Responsibility

This is work designing and planning telecommunications systems.

Typical Tasks

Advises and consults departments on new telecommunications systems.
Makes recommendations for new data network and telecommunications systems.
Researches, analyzes, and tests new telecommunications system products.
Writes and presents new telecommunications system proposals.

Minimum Qualifications

A bachelor's degree in an appropriate area of specialization and two years of appropriate experience; or a high school diploma and six years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

For questions, please contact
Compensation and Classification in Human Resources at
Comp@mail.UCF.edu
or call (407) 823-2771

UCF Human Resources website:
<http://www.hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Telecommunications Services Specialist
Job Code: 183

Overtime Pay: Ineligible

Primary Responsibility

This is work modifying telecommunications systems.

Typical Tasks

Receives telecommunications systems change requests from users.
Configures telecommunications services by programming voice mail, analog and digital line features.
Reviews and recommends modifications to existing telecommunications configurations.
Inspects and oversees the modification of existing telecommunications systems.

Minimum Qualifications

A high school diploma and five years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Telecommunications Specialist

Job Code: 182

Overtime Pay: Eligible

Primary Responsibility

This is work installing, testing, and repairing complex telecommunications equipment.

Typical Tasks

Installs, tests, troubleshoots, and repairs communications lines and equipment.

Installs fiber optics and coaxial cable.

Calibrates test equipment.

Maintains switching equipment.

Maintains telecommunications hardware and software.

Installs, tests, and repairs voice and data service equipment.

Reads and interprets circuit diagrams and electrical schematics.

Identifies and repairs complex network problems.

Programs translation routine.

Assists users in planning, installing, and operating local area networks.

Trains less experienced telecommunications specialists.

Minimum Qualifications

A high school diploma and four years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Telephone Switchboard Manager
Job Code: 180

Overtime Pay: Ineligible

Primary Responsibility

This is work managing switchboard operations for the university.

Typical Tasks

Supervises and trains telephone operators.
Insures adequate coverage for each shift.
Develops and monitors call flow procedures for switchboard operations.
Monitors daily switchboard statistics and makes operator coverage changes.
Serves as liaison with outside telephone companies.
Assists in preparing the university telephone directory.
Serves as a backup telephone operator.

Minimum Qualifications

A high school diploma and four years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Telecommunications Specialist
Job Code: 181

Overtime Pay: Eligible

Primary Responsibility

This is work installing telecommunications equipment.

Typical Tasks

Installs fiber optics and coaxial cable.
Installs and tests telecommunications lines and equipment.
Calibrates test equipment.

Minimum Qualifications

A high school diploma and two years of appropriate experience. Appropriate college course work or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Telephone Operator
Job Code: 179

Overtime Pay: Eligible

Primary Responsibility

This is work assisting telephone callers contacting the university.

Typical Tasks

Uses switchboard, Centrex, and telephone console equipment.
Receives and transfers incoming telephone calls.
Provides information about the location and telephone numbers of university employees.
Assists callers in accessing university long distance services.

Minimum Qualifications

A high school diploma.

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