



**Position Title:** Part-Time Technical Analyst/Writer

**Job Code:** 8308

**Reports To:** Chief Information Security Officer

**Grade:** CT

**FLSA:** Non-Exempt

**Job Description:**

The Technical Analyst/Writer assists the Chief Information Security Officer with the analysis, review, and documentation of technology solutions and is responsible for collaborating and communicating with both technical and non-technical teams. The Technical Analyst/Writer will also assist with the implementation and management of a wide array of technology solutions.

**Duties & Responsibilities:**

- Participates in architectural designs and discussions
- Collaborates with technical teams to develop architectural and strategic documents
- Documents and organizes requirements from technical and non-technical users
- Works with a wide variety of technology management systems
- Researches, analyzes, and documents technology solutions in an independent and timely manner
- Produces and maintains technical documentation and diagrams
- Other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Two (2) years of experience in Information Technology industry or equivalent academic experience in Computer Science, Computer Information Systems, Management Information Systems and or Technical writing.
- Ability to express technical material in non-technical terms
- Ability to work well with others and have good communication skills, both verbal and written.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name