SPECIFIC TASKS AND ACTIVITIES PERFORMED BY SAMUEL ODOI LARYEA AT REGENT UNIVERSITY COLLEGE OF SCIENCE AND TECHNOLOGY

1. Analyzes, reviews, and rewrites programs, using workflow chart and diagram, applying knowledge of computer capabilities, subject matter, and symbolic logic. (eCampus, iSchool project)

2. Converts detailed logical flow chart to language processable by computer. (eCampus, iSchool project)

3. Resolves symbolic formulations, prepares flow charts and block diagrams, and encodes resultant equations for processing. (eCampus, iSchool project)

4. Develops programs from workflow charts or diagrams, considering computer storage capacity, speed, and intended use of output data. (eCampus, iSchool project)

5. Prepares or receives detailed workflow chart and diagram to illustrate sequence of steps to describe input, output, and logical operation. (eCampus, iSchool project)

6. Compiles and writes documentation of program development and subsequent revisions. (eCampus, iSchool project)

7. Revises or directs revision of existing programs to increase operating efficiency or adapt to new requirements. (eCampus)

8. Consults with managerial and engineering and technical personnel to clarify program intent, identify problems, and suggest changes. (eCampus, Academic database)

9. Writes instructions to guide operating personnel during production runs. (eCampus)

10. Prepares records and reports. (eCampus)

11. Collaborates with lectures and other users to fine tune the software. (eCampus)

12. Assists computer operators or teachers to resolve problems in running computer program. (Staff and lectures)

13. Trouble shoot projector related issues.

14. Fix projectors for lectures

15. Assigns, coordinates, and reviews work and activities of lectures personnel.(eCampus- Mr. Hans and Mr. Hasford of ESS)

16. Trains subordinate administrators and program concepts. .(eCampus - Mr. Hasford of ESS)

17. Work conducted to create and add to knowledge in a field, including the advancement of new software. (eCampus and eCampsite)

18. Expansion and interpretation of existing ideas, theories, and principles. (eCampus and eCampsite).

19. Open dissemination and professional peer review are essential features of research productivity. Creative activity includes sustained artistic endeavor in composition, production or performance. Again, dissemination and peer review are hallmarks of productive creative activity. (The Concept of eCampus site)

20. Create a public relation engine and eCommerce portal. An example is the eCampus site (http://www.regentghana.net/ecampsite)

21. Coordinate with Regent University Administration, President and consult with them to establish priorities for web-site development and to plan, review, and evaluate the Regent University web page. (School main web site).

22. Create new web pages and update existing web pages as necessary. (School main web site).

23. Provide excellent customer service to all levels of users and encourage timeliness and accuracy of web page information and resolution of problems. (School main web site eCampus site and eCampus)

24. Develop web page infrastructure, utilize applications to ensure technical performance and assess new technologies for applicability to Regent University needs. (School main web site eCampus site and eCampus)

25. Consult with and Regent University web site hosting company (Eastwood Designs) in designing, developing, streamlining and maintaining web pages using HTML, Java Script and other similar programming languages.

26. Work with Hosting personnel on issues of hardware/software and bandwidth that affect the web site. (Eastwood Designs)

27. Coordinate with administration to train departmental personnel in use of HTML and web page design and maintenance. (Students on scholarship)

28. Ensure compliance with applicable legal requirements and Regent University policies on web site usage, security and standards.

29. Implement www.regentghana.net website's day-to-day content uploading, layout, and design; (website main site)

30. Select photos and prepare graphics for website; (website main site and eCampus site)

31. Produce and edit audio and video content for website; (website main site and eCampus site)

32. Rapidly, accurately, and proactively update website new text, multimedia, pages, and features to ensure content is fresh and timely, and for rapid correction of errors and technical problems as provided by Administration and the President. (website main site and eCampus site)

33. Work with all departments and their team to create and maintain departmental specific websites that promote duties in the University. (Website main site student union site and eCampus site)

34. Assist with the development and implementation of web advocacy strategy for Regent University (iSchool project, student union site and eCampus site)

35. Worked with contracted companies or personnel's or University team to develop and implement new software for content and data management, multimedia, networking, etc. (iSchool project)

36. Design, compose, and post web pages and mailings for event announcements, advocacy campaigns, promotional contests, and other programs of Regent University; (website main site and eCampus site)

37. Create, Regent University email and email group;

38. Promote University site and weblog content by aggressively pushing material to popular websites and weblogs;

39. Develop and implement new initiatives and promotions for Regent University website other related issues;

40. Contribute blog posts as needed about Regent University work, campus and local events, and policy issues;

41. Monitor website traffic and provide regular, focused, timely reports to staff;

42. Provide assistance and advice regarding web development to student editors of RGSU site.

43. Serve as teaching assistant in the SICS school (ACCESS)

44. Serve as a examiner during IT related examination conducted in the University

45. Serve as technical website evaluation personnel for student projects (www)

46. Performs basic systems security administration functions, including creating user profiles and accounts. (staff, Computer user account and Lab Computers)

47. Monitors and manages system resources, including CPU usage, backup systems, and response times to maintain operating efficiency. (Crashed hard disk e.g. Provost, Library just to name a few)

48. Performs systems backups and recovery procedures. (Crashed hard disk e.g. Provost, Library just to name a few)

49. Writes or modifies basic scripts to resolve performance problems and automate systems administration tasks. (Main Servers thus Linux System and Windows server)

50. Participates in disaster recovery testing. (eCampus and website failure)

51. Maintains system documentation and logs. (Departmental activities)

52. Performs or assists in troubleshooting and diagnosing production problems; corrects identified problems. (Accounts Department e.g. s-pay etc ;)

53. Performs systems administration functions for the University satellite campuses e-mail system. (Kings Campus And Adom Campus)

54. Maintain network security authentication including IP address security, application security, event investigations and compliance enforcement. Review personnel conduct in relation to data protection. (Developing, Management and Securing DHCP in Trinity campus)

55. Administer secure links with public key encryption, anti-virus, user authentication and intrusion detection. (All Computers and in the school)

56. Provide monitoring and primary response and intervention for information technology related security incidents and violations.

57. Manage and support secure Wireless connectivity services on campus (University HOT-SPOT facility).

58. LAN network related policies and procedures including security. (University Network Infrastructure)

59. Keep current with new security and network monitoring technologies, applicable laws and regulations. (Day-To-Day research on global security threat and Anti virus updates)

60. Make available internet connectivity for all computers in the University

61. Serve as a consultant on ICT related issues.

62. Perform other miscellaneous duties as assigned.