



**Position Title:** Part-Time Network Services Technician

**Job Code:** 8308-00E

**Reports To:** Director, Computer Network Services

**Grade:** CT

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Network Technician installs, tests, maintains, and repairs operating systems and software configuration and programming of data communication network(s).

**Duties & Responsibilities:**

- Oversees the daily performance of the College computer system
- Coordinates the use of computer software and media equipment
- Troubleshoots and resolves computer-related desktop and network communication problems
- Installs and maintains computers, printers, application software, and other peripheral equipment
- Operates and tests network software and hardware
- Performs preventive network hardware and software maintenance
- Performs other duties as assigned

**Essential Personnel:**

This function/position has been designated as “essential”. This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

**Minimum Requirements:**

- Associates degree or two (2) years of college and one (1) year of directly related experience in networking or managing workstations in a network environment; or four (4) years of directly related experience in networking or managing workstations in a network environment, including experience in computer network industry standards and protocols; or the equivalent combination of experience, education or certification
- All educational degrees must be from a regionally accredited institution
- Possess knowledge of various lab based software and media
- Excellent communication skills (Verbal and Written)
- Should have experience and working knowledge with the following operating systems/software; Windows XP, 2000, Win9x, NT, DOS, MSOffice, Microsoft and Internet interfaces;
- Must be able to complete daily requests in a competent and timely manner
- Working hours will vary and may include evenings and weekends
- Willing to work in the lab for a minimum period of one (1) year

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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