



Position Title: Part-Time Network Services Technician

Job Code: 8308-00E

Reports To: Convergence Coordinator

Grade: CT

FLSA: Non-Exempt

Job Description:

The Part-time Network Services Technician installs, tests, maintains, and repairs operating systems and software configuration and programming of data communication network.

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
- Knowledge of various lab based software and media
- Knowledge of hardware, networking systems, operating systems (Windows XP, 2000, Win9x, NT, DOS), applications software (MS Office), Microsoft and Internet interfaces.
- Ability to complete daily requests in a competent and timely manner
- Ability to learn and apply new technologies
- Ability to work 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