



**Position Title:** Part-Time Campus Technology Services Technician  
**Reports To:** Director, Computer Courtyard  
**Department:** College-wide  
**Prepared By/Date:** Jennifer Brito/06-15-2010  
**Approved By/Date:** College-wide  
**Revised:** Donna French/10-04-2011

**Job Code:** 8308  
**Job Group:** Class-R  
**Salary Grade:** CT  
**FLSA Status:** Non-Exempt

**Summary:**

The Part-Time Assistant provides technical assistance to students in the Computer Courtyard.

**Essential Duties and 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 computer printers, application software, and other peripheral equipment
- Operates and tests network hardware and software maintenance
- Stays current with multimedia/library technology
- Sets-up operations and maintenance of various Audio Visual materials and computer media equipment
- Provides basic statistical record keeping, document applications, and spreadsheet reporting for the multi-media/library front desk services, media equipment bookings, and maintenances inventory
- Supervises student use of computers
- Assists students with log-in to the College network and other student assignments
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Knowledge in the use and operation of multimedia equipment and computers
- Ability to work independently with little or no supervision
- Possess excellent communication skills
- Ability to work a flexible schedule to include days, evenings, and weekends
- Possess technical troubleshooting skills for hardware and software
- Possess good decision making, interpersonal, and customer service skills
- Ability to work a flexible schedule including evenings and weekends
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-Essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High School or GED Education and two (2) years of related experience

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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