



Position Title: Part-Time Technical/Classified

Job Code: 8308

Reports To: Technical Services

Grade: CT

FLSA: Non-Exempt

Job Description:

This Part-Time Technical/Classified assists in hardware and software installation, upgrades and maintenance; user desktop support; Windows XP, Windows 2003 and Microsoft Exchange.

Duties & Responsibilities:

- Troubleshoots for hardware and software
- Supports offices College wide which entails traveling to all the Campuses
- Assists the Postmaster in creating new NT and email accounts and assists students with their MDC account issues

Essential Personnel:

Non-essential

Minimum Requirements:

- Must possess a valid Florida Drivers License
- Must be Computer Literate and have knowledge of Microsoft Windows applications
- Must possess effective interpersonal and customer service skills
- Must be able to work up to 25 hours per week and have the ability to work in a fast-paced environment
- Excellent written, verbal and organizational skills

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name