



Position Title: Part-Time Classified/Technical
Job Code: 8308
Reports To: Director, Student Success Center

Grade: CT
FLSA: Non-Exempt

Job Description:

The Part-Time Classified/Technical position requires a highly skilled individual who will be responsible for the day-to-day operation of the computers in the Student Success Center, and the computer classrooms at the Medical Center Campus.

Duties & Responsibilities:

- Installs, troubleshoots and resolves hardware and software problems on a network
- Tests, evaluates and recommends new technologies
- Understands programming code to automate and/or improve processes in a network environment
- Acts as the primary service supplier for software and hardware technical support for students, faculty and staff using the services at the Student Success Center

Essential Personnel:

Non-essential

Minimum Requirements:

- Two (2) years of College from a regionally accredited institution and two (2) years related experience in a technical support position
- Knowledge and experience in MSDOS and Windows platforms
- Knowledge and experience in academic and business application software
- Familiar with Internet services and protocols
- Willingness to work a flexible schedule which includes evenings
- Excellent interpersonal skills
- Ability to work and communicate in a multi-ethnic/multi-cultural environment are essential

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name