



**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