



**Position Title:** Part-Time Computer Technician

**Job Code:** 8308

**Reports To:** Lead Technician

**Grade:** CT

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Computer Technician assists the department to manage the Kendall Campus Community Education computer network. This individual will assist with all the technical phases of the operation and maintenance of the network.

**Duties & Responsibilities:**

- Installs hardware, software and connections
- Performs maintenance of hardware, software and network systems
- Researches new developments in hardware and software and makes recommendations for purchase of upgrades to meet the growing needs of the Department
- Assists with the development and installation of software systems for departmental users, such as databases and utilities
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- One year of College (30 credits) from a regionally accredited institution
- Knowledge of hardware, networking systems, operating systems, and applications software
- Ability to learn and apply new technologies as required
- Knowledge and experience with networks, communications systems, and network topologies
- Strong background in applications software

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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