



Position Title: Part-Time Network Services Technician

Job Code: 8308

Reports To: Convergence Coordinator

Grade: CT

FLSA: Non-Exempt

Job Description:

The Part-time Network Services Technician installs, tests, maintains, and repairs operating systems and software configuration and programming of data communication network.

Duties & 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 computers, printers, application software, and other peripheral equipment
- Operates and tests network software and hardware
- Performs preventive network hardware and software maintenance
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Two (2) years of experience in directly related experience in networking or managing workstations in a network environment, computer network industry standards and protocols or equivalent combination, education, or certification.
- Knowledge of various lab based software and media
- Knowledge of hardware, networking systems, operating systems (Windows XP, 2000, Win9x, NT, DOS), applications software (MS Office), Microsoft and Internet interfaces.
- Ability to complete daily requests in a competent and timely manner
- Ability to learn and apply new technologies
- Ability to work evenings and weekends
- Willing to work in the lab for a minimum period of one (1) year.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name