



Position Title: Part-Time Project Technical Assistant

Job Code: 8308

Reports To: Manager, Campus Network Services

Grade: CT

FLSA: Non-Exempt

Job Description:

The Part-Time Project Technical Assistant works directly with Faculty, Department Chairpersons, and Associate Deans to provide information technology, computer processing and educational technology resources and equipment to Faculty, Staff, and Students.

Duties & Responsibilities:

- Manages and maintains Local Area Network (LAN)/Wide Area Networks (WAN) Operations
- Supports the coding, debugging and testing of Local Area Network (LAN) /Wide Area Networks (WAN) Operations
- Performs coding, debugging, and testing of software when given program specifications for a particular task or problem
- Confers with department heads, supervisors and/or representatives of departments to clarify software intent and programming requirements
- Implements systems and trains end users
- Provides support and assistance to users
- Develops product knowledge and personal expertise and proficiency in system usage
- Sets up and supervises computer networks for administrative and academic purposes
- Maintains the administrative and academic networks
- Installs new application software on the network and trains end users
- Downloads files and data from the college mainframe computer (IBM 3081 KX)
- Implements TCP/IP on the LAN/WAN to provide Internet Access to the LAN/WAN users
- Supervises student assistant
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Associate's degree in Computer Science from a regionally accredited institution and two (2) years of computer operations experience with intensive knowledge of (LAN) computer environments and programming; or any equivalent combination of experience and education
- Knowledge of Novel network systems
- Working knowledge of MVS/JCI operating system
- Knowledge of 4 GL computer language
- Knowledge of C programming language
- Ability to exercise initiative and sound judgment
- Ability to work a flexible schedule to support the needs of the Campus

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name