



Position Title: Part-Time Campus Technology Services Technician-West

Job Code: 8391

Grade: W4

Reports To: Student/Administrative Services Chair

FLSA: Non-Exempt

Job Description:

The Part-Time Campus Technology Services Technician provides technological assistance to staff, students, and faculty.

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
- Stays current with multimedia/library technology
- Responsible for set-up, operations, and maintenance of various Audio-Visual materials and computer media equipment
- Responsible for basic statistical record-keeping, word processing and spreadsheets, multimedia/library front desk services, media equipment bookings, and maintenances/inventory
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- One year of College (30 credits) from a regionally accredited institution and one year (1) of work experience in a related field or, equivalent combination of education and work experience in technology or related field
- Knowledge in the use and operation of multimedia equipment and computers
- Ability to work independently
- Possess excellent communications skills
- Ability to work a flexible schedule, some evening and weekend hours

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name