

Position Announcement

Posted: 6/10/19

Computer Technician

North Central State College is accepting resumes for full-time Computer Technician in the Information Technology department.

Essential duties/responsibilities include but are not limited to the following:

System Maintenance and Troubleshooting

- Apply system software upgrades and updates
- Analyze, research, document, communicate, and resolve computer hardware, software and network problems
- Experience in imaging and deploying software to desktop computers
- Prepare computer classrooms and labs, including installing lab specific software, and furniture according to academic scheduling requirements
- Other duties as assigned

Customer Service and Support

- Provide basic training on desktop computing applications and computer/printer usage
- Assist faculty, staff, and students on computer hardware and software issues
- Perform division specific lab requirements related to computer hardware and software components
- Other duties as assigned

System Installation and configuration

- Plan, configure, and install new hardware, cabling, and network devices
- Plan, configure, and install new server and desktop software applications and operating systems
- Establish and configure network user accounts
- Setup and install lab specific audio/visual components
- Other duties as assigned

Clerical and Administrative

- Attend divisional and committee meetings related to College and Information Technology initiatives.
- Maintain and document work order database entries.
- Complete hardware and software registration documentation material.
- Produce and maintain computer lab and special class schedules
- Obtain pricing and specifications for completion of parts and supplies requisition processing
- Maintain current inventory of installed hardware and software components
- Maintain and assure strict (or proper) adherence to all software licenses and End User License Agreements.
- Other duties as assigned

Research and Development

- Produce recommendations on emerging technologies related to potential hardware and software components
- Research and test technical alternatives and solutions for hardware, software, network, and classroom technology requirements
- Other duties as assigned

Required Qualifications:

- **Education:** Associate's degree in Computer Science, or related field
- **Experience:** Two years experience in computer science field

Please express your interest in this position by submitting a letter of application and résumé to:

www.ncstatecollege.edu, Click on *Jobs* then jobs@ncstatecollege.edu

or send to

NORTH CENTRAL STATE COLLEGE

Attention: Human Resources

2441 Kenwood Circle, Mansfield, OH 44906

Resumes will be reviewed 6/24/19 and until filled