

Internal Job Announcement Computer Technology Technician

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Director of Information Technology the Computer Technology Technician will:

1. Configure new and existing server hardware and software.
2. Configure new and existing computer workstations and accompanying software.
3. Apply operating system updates and patches in a timely manner.
4. Maintain OJC's portion of the CCCS Active Directory. This requires working with other staff across 12 other community colleges to keep the CCCS Active Directory in optimum working order.
5. Perform backups of campus data to tape on a nightly, weekly, and monthly basis.
6. Work with the Director of Information Technology, faculty, and staff to find technology-based solutions to problems.
7. Maintain related hardware (i.e. printers, scanners, etc.) and recommend upgrades or replacements.
8. Provide training when appropriate for upgrades and new versions of software (i.e. Operating System upgrades, etc.).
9. Work with the Director of Information Technology to manage and supervise work-study students.
10. Provide backup assistance for CDS computer tech as necessary.
11. Provide backup assistance for network and phone systems as necessary.
12. Document processes, server/workstation configuration, and other pertinent information in One-Note
13. Have the ability willingness to work occasional evenings and weekends, at times with little advanced notice.
14. Shall demonstrate a willingness to assist and lead others as appropriate, working toward the goals of the college and within the framework of a team environment.
15. While demonstrating courtesy and professionalism, shall establish and maintain effective working relationships with faculty, staff, students, and the public.
16. Shall communicate effectively, orally, and in writing.
17. Shall be accurate and timely in performing tasks.
18. Other duties as assigned by the Director of Information Technology.

Complete Job Description can be obtained from Human Resources

Minimum Qualifications:

- Associate's degree and appropriate experience in computer science.
- Experience configuring Microsoft Windows computers to operate on a network

Preferred Qualifications:

- Experience connecting workstations to and managing workstations in a Microsoft Active Directory environment
- Experience with Apple Macintosh OS and iOS
- Experience with virtual computing- VMWare, HyperV, Nutanix
- Strong troubleshooting/problem solving skills
- Strong interpersonal skills
- Self-motivated and initiative-oriented
- Ability to work as part of a team
- Educational philosophy in alignment with that of a small rural, comprehensive Community College and enthusiasm for this type of environment and the aspirations of its people.

Application Process:

Submit the following: Cover letter addressing minimum and preferred qualifications, resume, names and phone numbers of 3 professional references, and copies transcripts

Submit to: Carol Noll, Director of Human Resources, Otero Junior College, 1802 Colorado Avenue La Junta, CO 81050, 719-384-6824 or via email at carol.noll@ojc.edu or fax 719-384-6947