



VACANCY ANNOUNCEMENT

Position Title: Computer Technology Technician

Position #: 400470

Position Status: Full-Time

Reports To: Director of Information Technology

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 using System Center Configuration Manager (SCCM).
4. Maintain Cisco Telepresence units on and off-campus.
5. Maintain Otero's portion of the Colorado Community College System (CCCS) Active Directory. This requires working with other staff across 12 other community colleges to keep the CCCS Active Directory in optimum working order.
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. Create and maintain help/training documentation for all staff and faculty technology.
10. Work with the Director of Information Technology to manage and supervise work-study students.
11. Provide backup assistance for Child Development Services (CDS) computer tech as necessary.
12. Provide backup assistance for network and phone systems as necessary.
13. Document processes, server/workstation configuration, and other pertinent information in One-Note
14. Have the ability and willingness to work occasional evenings and weekends, at times with little advanced notice.
15. 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.
16. While demonstrating courtesy and professionalism, shall establish and maintain effective working relationships with faculty, staff, students, and the public.
17. Shall communicate effectively, orally, and in writing.
18. Shall be accurate and timely in performing tasks.
19. Other duties as assigned by the Director of Information Technology.

See Human Resources for a complete job description.

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
- Strong writing skills
- Self-motivated and initiative-oriented
- Ability to work as part of a team
- Demonstrated commitment to supporting and serving diverse populations, with special emphasis on first-generation, low-income, and students of color.
- 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.

SALARY:

\$50,000 - \$55,000 with excellent benefit package including retirement, health, vision, dental and life insurance
12-month professional-technical position

APPLICATION INSTRUCTIONS**For consideration, an applicant file must contain:**

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.A., and M.A.)
4. Names, addresses, and phone numbers of 3 professional references

APPLICATION DEADLINE

Open Until Filled – 1st review of applications will take place on August 6, 2021

POSITION START DATE:

As soon as possible

Submit Application Packet To:

Otero Junior College
Attn: Kelsey Barbee
Director of Human Resources
1802 Colorado Ave
La Junta, CO 81050

FAX: (719) 384-6947

Or Email To: kelsey.barbee@ojc.edu

Inquiries May Be Directed To:

Kelsey Barbee
(719) 384-6824

Applicants must submit to and pass a background check before an offer of employment can be extended.

Notice of Non-Discrimination

Otero Junior College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Otero Junior College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Kelsey Barbee, Director of Human Resources, as its AFFIRMATIVE ACTION (AA), OFFICER, EQUAL OPPORTUNITY (EO), AND TITLE IX COORDINATOR with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Kelsey Barbee, Director of Human Resources at 719-384-6824, kelsey.barbee@ojc.edu, or 1802 Colorado Ave. McDivitt Hall Room #140, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

The Federal Cleary Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero Junior College, as well as public property within, or immediately adjacent to and accessible from, our campus.

Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet

Qualified protected class individuals are encouraged to apply

Otero Junior College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

ABOUT OTERO JUNIOR COLLEGE:

Founded in 1941, Otero Junior College is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. OJC is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at OJC can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at OJC include:

- Advanced Ag/Business Management
- ABM Financial Analysis
- Ag/Business Marketing and Risk Management
- ABM Records and Business Planning
- Rural Business Entrepreneurship
- Cosmetology
- Hair Stylist
- Nail Technician
- Esthetician
- Crop Production
- Intro to Horticulture
- Horticulture
- Emergency Medical Technician
- EMT Intermediate
- Community Health Worker
- Law Enforcement Training Academy
- Livestock Production
- Agriculture Production Management

Artificial Insemination
Nurse Aide
Practical Nursing
Phlebotomy
Oxyacetylene
Welding Fundamentals I
Welding Fundamentals II
Welding Production
Advanced Welding Pipe
Advanced Welding Railroad

To learn more about Otero Junior College, visit the college's website at www.ojc.edu.

OJC MISSION STATEMENT:

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.