PC/NETWORK ASSISTANT TECHNICIAN

RESPONSIBILITIES

- Assist with help desk duties
- Perform software installation and troubleshooting on standard campus desktop and network software installations
- Assist in configuring, installing and testing all new computers, peripherals, and network electronics
- Help maintain user equipment as needed
- Provide technical support to users
- Help in network infrastructure construction and maintenance
- Perform other duties as required by the Information Technology Department

QUALIFICATIONS

Required:

- High school graduate or equivalent
- Must have completed fifteen or more semester hours in Information Technology to include completion of computer maintenance course CPMT 1445 and network fundamentals course ITCC, or have three or more years directly related experience
- Knowledge of computer systems, network infrastructure (e.g. Cisco) and associated peripherals (e.g. projectors, audio/video equipment, etc.)
- Experience with troubleshooting computer systems, printers, audio/video equipment and peripherals.
- Knowledge of Windows 7 and 8, and Microsoft Office
- Ability to lift or move up to 50 pounds, work in small spaces and climb a ladder

Preferred:

- Knowledge of Microsoft Active Directory, Outlook Email, ImageNow imaging, and Grouplink eHelpdesk programs
- Prior work experience in network and computer maintenance

SALARY


APPLICATION PROCESS

Interested candidates should send a resume, completed Midland College application, official transcripts sent directly from the institution(s) attended to Midland College Human Resources, three letters of reference, and a statement addressing the responsibilities, qualifications and how the candidate meets the desired characteristics. Applications should be sent to: applymc@midland.edu

Natasha Morgan
Director of Human Resources/Payroll
Midland College
3600 N. Garfield
Midland, Texas 79705
(432) 685-4532

Midland College is an Equal Opportunity Employer

This position is security sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation.