Part-Time IT Technician

**RESPONSIBILITIES**
- Provide equipment support for scheduled classes, college classes and customized classes for the industry at the Advanced Technology Center (ATC)
- Verify / maintain software & OS updates
- Install and activate software using appropriate license keys, passwords, usernames, contract/service agreements, and warranties
- Connect printers and computers, and troubleshoot when needed
- Maintain software with current updates
- Add/remove computers from the domain, rename computers, etc.
- Help implement a logistical monitor numbering system that is visible when entering the door of the classroom to identify problem machines
- Participate in the development of checklists to be completed by IT, (example Computer Setup checklist, Event Setup Checklist, Re-image labs
- Be available for any scheduled 7:45 AM classes in computer rooms for instructors’ needs and setups
- Be available for events/conferences in the lecture hall to help presenters operate the screens and/or microphones
- Perform regular maintenance and updates on computer and assess the needs develop a plan of action for solutions
- Track computer inventory and report outdated CPU, printers, monitors,
- Additional duties as assigned

**QUALIFICATIONS**
**REQUIRED:**
- High school diploma
- Two years of IT troubleshooting hardware and software, including computers, printers, and other technology
- Experience with computers, printers, sound equipment, microphones, web casting, and internet

**PREFERRED:**
- Associate degree
- Computer certifications

**SALARY**
$10.50 per hour. Up to 19 hours per week. Review of applications will begin June 23, 2016.

**APPLICATION**
Interested candidates should send a resume and completed official application 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.