



WALLACE STATE HANCEVILLE

Vacancy Announcement

10/26/09

POSITION: Computer Science Lab Technician

REPORTS TO: Computer Science Department Chair

MINIMUM QUALIFICATIONS:

1. Associate's degree in a related field from a regionally accredited institution and/or IT related certifications
2. One year experience as a computer technician
3. Knowledge of computer operating systems, servers, desktops and other hardware, including installation and wiring.
4. Skilled in repair of hardware and software problems
5. Knowledge of server hardware configurations
6. Knowledge of Cisco Internet operating system
7. Ability to work nonstandard hours
8. Possess valid driver's license
9. Ability to work independently

RESPONSIBILITIES: The duties and responsibilities of this position include the following:

- Install new computers and the necessary software
- Troubleshoot hardware and software problems for purpose of resolving problems
- Repair computers not under warranty
- Support the campus phone system, troubleshooting and resolving problems
- Evaluate software and hardware compatibility prior to purchasing
- Instruct users on proper log on-log off procedures
- Maintain a log and files of network changes and computer repairs
- Add new users to the domain, including setting them up on email
- Install wire and jacks in new areas as domain expands, install new network equipment
- Support the campus network, troubleshooting and resolving problems
- Perform backups of critical servers
- Support all instructional technology and multimedia
- Support all classroom technology including troubleshooting and repair
- Support users with ICD projectors, sound equipment, etc...
- Draft and process memos, and correspondence
- Maintain data base and inventory of computer parts and prices
- Recommend upgrades and purchases of new equipment
- Maintain the filing system for the department
- Other duties as assigned by the immediate supervisor, Dean or President

SALARY: Appropriate placement on State Salary Schedule E4 (\$23,568 - \$41,434) of the Alabama Department of Postsecondary Education Salary Schedule.

APPLICATION PROCEDURE: A complete application packet must include an application, cover letter, resume, college transcripts (unofficial accepted), three (3) up-to-date professional letters of recommendation and (3) references with addresses and phone numbers. Incomplete or delinquent packets will not be considered. Only persons who meet the required minimum qualifications will be invited for the interview. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.

RETURN PACKETS TO: Human Resources Department

Wallace State Community College
P. O. Box 2000
Hanceville, AL 35077-2000
Phone: 256-352-8029

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable \$45 payment for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

APPLICATION DEADLINE: The deadline for receipt of all application material is November 20, 2009.

INTERVIEW PROCESS: The Recruitment and Selection Committee will screen all applicants for the position and may interview selected, fully qualified applicants by telephone. The Committee will then select applicants for in-person interviews, which will consist of a question/answer session and a skills test. Upon completion of the in-person interviews, the Committee will recommend three finalists for the position in alphabetical order to the President. The President will interview each finalist and make the final employment decision.

ADDITIONAL INFORMATION: The College reserves the right to fill the position within one year of the stated anticipated starting date or not to fill the position due to budgetary or operational considerations. Applicants scheduled for an interview may receive or review the Essential Functions for the position at the time of the personal interview. Any applicant, however, may request a copy of the Essential Functions for the position prior to the interview appointment. All male applicants between the ages of 18-26 must provide proof of Selective Service Registration.

Wallace State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. Wallace State Community College will make reasonable accommodations for qualified disabled applicants or employees. The School reserves the right to withdraw this job announcement at any time prior to the awarding.