



WALLACE STATE HANCEVILLE

Vacancy Announcement

POSITION: Computer Technician (Part-Time)

DESCRIPTION: Wallace State Community College is seeking qualified part-time computer technicians as needed. Applications are accepted on a continuous basis and filled as needed.

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent
- Knowledge of computer operating systems, servers, desktops and other hardware
- Must be skilled in installation and wiring
- Reading skills to comprehend complex manuals and professional journals
- Possess valid driver's license

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.
- Install wire and jacks in new areas as domain expands, install new network equipment.
- Install and support all classroom technology including troubleshooting and repair.
- Support users with LCD projectors, sound equipment, etc... used in classroom instruction.
- Other duties as assigned by the immediate supervisor, Dean or President.

APPLICATION DEADLINE:

Complete application files will be accepted by the Human Resources Department on a continuous basis and remain active for available positions. Available positions are contingent upon the technical needs of the College.

SALARY: \$15.00 per hour

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 reference and three references with addresses and phone numbers. Incomplete or delinquent packets will not be considered

Return packets to: Human Resources Department
Wallace State Community College
P. O. Box 2000
Hanceville, AL 35077-2000
Telephone: 256-352-8295

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 College reserves the right to withdraw this job announcement at any time prior to awarding.