

**TITLE:** Information Technology Technician

**DEPARTMENT/DIVISION:** Information Technology Technician

**DATE PREPARED:** April 11, 2018

**REPORTS TO:** Information Technology Director

**CLASSIFICATION:** Professional

## **POSITION SUMMARY**

The Information Technology Technician is responsible for providing technical support for faculty, staff and students of Seminole State College.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Represent Seminole State College in the most positive manner with prospective, current, and former students, clients, suppliers and the community we serve. Interact effectively with a diverse group of faculty, staff, students, and other customers of our services. Learn and adhere to the policies and procedures of Seminole State College.
- Upholds the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- Performs job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.
- Handles confidential information with tact and discretion.
- Support classroom technology around campus.
- Help troubleshoot network, workstations, applications, and database issues.
- Research, design, and assist administrators and educators in implementing new data management systems.
- Train key administrators, staff, and educators in use of technologies and software necessary for delivery.
- Provide technological support for administrators, staff, and educators as new strategies are introduced.
- Participate in professional development activities appropriate to the Project objectives.
- Attend staff meetings and other related meetings on campus.

## **OTHER DUTIES AND RESPONSIBILITIES**

- Performs other functions as necessary or as assigned.
- Some overnight and weekend travel is required.
- Extensive hours may be required during system outages etc.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- A Bachelor's degree in computer technology highly desirable Degree may be substituted by five years of experience in similar technical position, or a combination of three years' experience and technical certifications.
- Knowledge and experience with assisting in managing a project database (for data collection, tracking, analysis, and reporting) preferred
- Knowledge of Microsoft operating environment
- Two years' experience in providing technical support for educational technology and institutional research.
- Experience providing technical support to administrators and educators.
- Possess strong organizational, time management, and human relations skills
- Excellent oral and written communications skills

Applications will be accepted until the position is filled. Salary is commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, life insurance equivalent to two times contract salary. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. Employment is subject to successful completion of a background check. *The filling of this position is contingent on the budget.*

To apply send cover letter, resume with names and telephone numbers of three professional references, and all academic transcripts to:

**Seminole State College**  
**ATTN: Human Resources**  
**P.O. Box 351**  
**Seminole, OK 74818**

*SSC is an AA/EEO employer committed to multicultural diversity.*  
*SSC participates in E-verify.*  
*Posted April 12, 2018*