

TITLE: IT Technician
DEPARTMENT/DIVISION: IT
REPORTS TO: IT Director/CISO
CLASSIFICATION: Professional
SALARY: \$43,888 annually

POSITION SUMMARY

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

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former, and current students, clients, suppliers, and the community we serve. Interacts effectively with a diverse group of faculty, staff, students, and other customers of our services, learns and uses operating practices of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Supports classroom technology around campus.
- Helps troubleshoot network, workstations, applications, and database issues.
- Works with vendors for price negotiation, purchasing and receiving equipment and other items.
- Manages the addition of new assets to the IT inventory as well as the disposal of outdated or unused assets.
- Researches, designs, and assists administrators and educators in implementing new data management systems.
- Trains key administrators and educators in use of technologies and software necessary for delivery.
- Provides technological support for administrators and educators as new strategies are introduced.
- Handles confidential information with tact and discretion.
- Participates in professional development activities appropriate to the Project objectives.
- Attends staff meetings and other related meetings on campus.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other functions as necessary or as assigned.
- Extensive hours may be required during system outages etc.

KNOWLEDGE, SKILLS AND ABILITIES:

- A Bachelor's degree in computer technology highly desired; degree may be substituted by five years of experience in similar technical position, or a combination of three years' experience and technical certifications.
- Knowledge of Microsoft operating environment.
- Two years' experience in providing technical support for technology.

- Experience providing technical support to administrators and educators.
- Strong organizational, time management, and human relations skills.
- Excellent oral and written communications skills.

Applications will be accepted until the position is filled; however, only candidates whose applications are received by April 22, 2025 are assured of receiving full consideration. Salary for this position is \$43,888. To apply, please send a letter of application, resume, copies of all academic transcripts, and the name and phone numbers for three professional references. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, long-term disability, and life insurance equivalent to two times the annual 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.

To apply, please send letter of application, resume, copies of all academic transcripts, and the name and phone numbers for three professional references to:

E-Mail: hr@sscok.edu

and/or

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

*SSC is an EEO employer committed to multicultural diversity.
SSC participates in E-verify.*

Posted April 8, 2025