

LITTLE BIG HORN COLLEGE

Position Description

Job Title: Information Technology Technician

Department: Administration

Supervisor: Chief Information Officer

Summary of Work: Assists the Chief Information Officer in providing and maintaining technology services for the entire college campus including its students, staff, administrators and visitors.

Nature and Scope of Position

- ❑ Assists in maintaining entire network system within the College.
- ❑ Provides technology services for the College.
- ❑ Use relevant technologies to maintain college's website.
- ❑ Maintain a log of daily activities.
- ❑ Work with Network technologies including Microsoft Windows, Linux and Unix Servers.
- ❑ Understand and maintain network topology including routers, switches, firewalls, servers and workstations.
- ❑ Will work daily with databases including Microsoft SQL server, MySQL, and database interface software such as Jenzabar, PHP and Microsoft Access.
- ❑ Implement and maintain wireless network access points across the campus.

Principle Duties and Responsibilities

- ❑ Assist in the develop, update and maintaining the college's website.
- ❑ Assist in maintaining and supporting the campus database management system.
- ❑ Assist in maintaining and troubleshooting telephone system.
- ❑ Sets up computers and other technology equipment.
- ❑ Assigns usernames, passwords, e-mail accounts and telephone services for new personnel.
- ❑ Assist in troubleshooting IT equipment as requested or needed.
- ❑ Maintains records for IT Department.
- ❑ Assists with special College related projects and events requiring technology support.
- ❑ Assist in maintaining a campus wide inventory of all equipment and supplies.
- ❑ Continually seeks to stay current in skills required for effective IT management.
- ❑ Seeks and maintains current and updated technology
- ❑ Performs other job related duties as required or needed.

Job Qualifications

Knowledge - This position requires a high level of knowledge of computer hardware and software systems and related information technology systems, website maintenance, web

security and technologies, network topology and network server technologies. Must be knowledgeable on how to seek and maintain current technology trends.

Skills – Must have administrative skills for proper and secure record keeping. Must have organizational skills and be able to handle multi-task functions. Must have planning and coordination skills needed for performing job duties. Must be able to effectively communicate verbally and in writing. Must have decision making skills.

Abilities – Must be able to organize and prioritize work. Must be able to work well under pressure. Must be able to follow verbal and written instructions. Must be able to get along with people and establish effective working relationships. Must be able to assess and evaluate information and data. Must be able to lift and carry up to 50 lbs.

Other – Must be willing to acquire professional development on an ongoing basis which may include some travel.

Education

Minimum of an Associate degree in Information Technology or related field is required for this position; however, selected applicant must be willing to pursue a Bachelors degree to meet full educational requirement.

Experience

A minimum of three years experience in the IT field that would equip the individual with the knowledge, skills, and abilities is needed for this position. Teaching experience is desirable.

Salary

\$22,880 and will commensurate with the Little Big Horn College salary schedule.