

TITLE: Information Technology Technician

DEPARTMENT/DIVISION: Information Technology Technician

REPORTS TO: Information Technology Director

CLASSIFICATION: Professional (Full-Time)

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 practice 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

- 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 the 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:

E-Mail: hr@sscok.edu

and/or

Mail: 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 July 12, 2021