



ASNUNTUCK COMMUNITY COLLEGE

170 Elm Street Enfield, CT 06082

860.253.3047

Fax 860.253.3069

Office of Human Resources

POSITION: Information Technology Technician II (Educational Assistant)
Anticipated Full Time (35 hours per week)
CCP 16

ANTICIPATED STARTING DATE: July 2019

MINIMUM QUALIFICATIONS: Incumbents are required to have demonstrated knowledge and abilities in the following areas: Computer hardware, software, related peripheral equipment, software applications and equipment assembly and installation; Installing, operating systems, adapting, diagnosing and repairing malfunctions in computer hardware, software and peripherals; Interacting favorably with faculty, administrators, staff and students; Oral and written communication.

These skills and abilities typically are acquired through a combination of education, training or experience which would include an Associate's degree, preferably in a computer technology area or industry computer certifications, e.g. CompTIA A+, Microsoft Certified Professional (MCP, MCSE); or one to four years of experience in computer system and software installation, repair, maintenance and operation; or a combination of education, training, and experience which would lead to the competencies required for successful performance of the position's essential duties.

Applicants who do not meet the minimum requirements are encouraged to apply, stating in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions may be made for compelling reasons.

RESPONSIBILITIES: The Information Technology Technician II is accountable for providing technically sound assistance in installation, maintenance and repair of computer equipment and software as assigned, through effective performance in these essential functional areas:

Functioning of the College's microcomputer systems

- Analyze, installing, configuring, adapting and testing hardware and software in assigned areas
- Diagnosing hardware and software malfunctions in computers and related equipment and making needed repairs and restorations
- Monitoring and evaluating system performance, and making or recommending needed interventions to maintain performance
- Installing and testing revised versions of programs and software to assist in maintaining the current status of users' systems
- Ordering and maintaining an appropriate supply of computer equipment parts and materials.

Advice and assistance in computer and peripheral equipment operation.

- Participating in identifying needed user training
- Instructing and demonstrating proper computer hardware and software use for staff and students in administrative and academic applications.

MINIMUM SALARY: \$ 55,656 approximate annual salary

TO APPLY: Submit letter of interest, and please provide your preference of full time, part time or both, resume, Board Application (found at www.asnuntuck.edu – Employment tab) and the names of three references to:

Asnuntuck Community College
Human Resources: **JOB CODE: TECH II**
170 Elm Street, Enfield, CT 06082
Email: AS-Administration-HR@asnuntuck.edu
Fax: (860) 253-3069

APPLICATION DEADLINE: Until position is filled.

ASNUNTUCK COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F. PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.

Notice of Non-discrimination: Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Yhara Zelinka, Title IX Coordinator, yzelinka@asnuntuck.edu (860) 253-3092 and Deborah Kosior, 504/ADA Coordinator, As-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community college, 170 Elm Street, Enfield, CT 06082.