

**INDIAN HILLS COMMUNITY COLLEGE  
VACANCY ANNOUNCEMENT/JOB DESCRIPTION**

July 26, 2010

**I. Policy Title:** Computer/Network Technician

**II. Code Number:** CL529001.OTH

**III. Minimum Job Requirements:**

- Relevant Associate degree required.
- Education or experience in computer/network support required. Minimum of two years experience in troubleshooting, maintaining, installing, and upgrading of network infrastructure and all computer equipment preferred.
- High degree of competency within the data processing field at computer levels. A good understanding of several computer application packages is desirable. Must be willing to learn new technologies.
- High level of oral and written communication skills are important. Must be able to work effectively with users at all competency levels.

**IV. Job Summary:**

This person will be responsible for computer hardware and software installation, maintenance and support for instruction and administration. This person will also assist in network design installation and maintenance.

**V. Work Performed:**

- A. Diagnose and resolve technical problems, relating to computer equipment, printers, networks, etc., including software and hardware problems.
- B. Establish minimum documentation standards and update these as changes occur.
- C. Assist in maintaining an up-to-date inventory of all computer equipment, supplies and software.
- D. Install computer hardware and software at the various areas of the college.
- E. Perform routine computer maintenance and help coordinate the maintenance of all computer equipment.
- F. Furnish computer hardware and software support to staff.
- G. Communicate to and educate staff members in some of the uses of computer hardware and software.

- H. Assist in coordinating the installation of appropriate software for educational departments, both day and evening classes.
- I. Facilitate network moves, additions and changes as required.
- J. Install network equipment such as switches, wireless AP's, IP cameras, etc.
- K. Maintain regular and consistent attendance at work.
- L. Other duties as may be assigned.

- VI. Responsible To:** Chief Information Officer
- VII. Position Level:** Paraprofessional, Level I – Non-Exempt - Traditional Funding, at-will employment on a letter of employment
- VIII. Start Date:** Immediate
- IX. Position:** Replacement – Brad Coker
- X. Yearly Employment Length:** 4 term, full time
- XI. Schedule:** 9 hrs/day Monday-Thursday
- XII. Funding Year:** August 26
- XIII. Funding:** GPRO 10-9-8840-01-53000 100%
- XIV. Salary:** \$32,717 - \$37,847 (\$19.04 - \$22/02/hr)
- XV. Closing Date:** Until Filled
- XVI. Application:** Send letter of Application and Resume  
Human Resources  
Indian Hills Community College  
525 Grandview Ave.  
Ottumwa, IA 52501  
Email: hr@indianhills.edu