

JONES COLLEGE
Position Announcement: *Technology Specialist*
Post on October 8, 2018
Retract October 31, 2018

POSITION: Technology Specialist

DIVISION: Technology Services

TERM OF EMPLOYMENT: Full Time

COMPENSATION: Negotiable

JOB DESCRIPTION:

The purpose of the Jones County Junior College Technology department is to provide support for on campus and offsite technology. The technology specialist position will allow one to gain experience by working with various types of technology used in an educational environment. This position requires one to work well with others but should also be self-motivated to accomplish department goals.

The duties and responsibilities of the Technology Specialist are:

- Complete daily work orders
- Set up hardware for media events
- Installation of new computers
- Run cabling for network support
- Reformatting computers and installation of new operating systems
- Installation of Microsoft Office and other software
- Printer installation and firmware updates
- Support technology during sporting events
- Assist others in the department with various onsite and offsite projects
- Occasionally take helpdesk calls

MINIMUM QUALIFICATIONS:

- Associate degree in a technology related field or equivalent experience working with PC hardware and Microsoft products
- Must be able to climb 10ft ladders for cable installations
- Must be able to lift at least 50 pounds
- Good communication skills
- Listen and follow instruction effectively
- Be team oriented

PREFERRED QUALIFICATION:

- Associate degree in technology related field
- Experience working on PC and Apple products
- Familiar with Microsoft Active Directory
- A good understanding of Network Printing in a Microsoft environment
- Experience terminating CAT 6 cabling

CONTACT PERSONS: All inquiries should be routed through the Human Resources Department:

Jones College
Human Resources Director
900 South Court Street
Ellisville, MS 39437
Office: 601-477-4058
Fax: 601-477-4017

- Applicant must provide the following by the closing date: 10/31/2018
- Complete resume and JCJC employment application (available online at www.jcjc.edu/employment).
- Minimum of three (3) references attesting to abilities in work area.
- Documentation of educational achievement (transcripts, etc.).
- Documentation of work experience.

Jones College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/Section 504) Dr. Kisha Jones, ADA Coordinator, Student Success Center, phone 601-477-2673; email ADACoordinator@jcjc.edu and (Title IX) Amanda McLeod, Title IX Coordinator, Administration building, phone 601-477-4083; email amanda.mcleod@jcjc.edu Jones County Junior College, [900 Court Street, Ellisville, Mississippi 39437](#)--