POSITION VACANCY ANNOUNCEMENT

DATE: August 1, 2013

POSITION TITLE: Information Systems Specialist II

SALARY: MSEA Bargaining Unit-Range 19

MINIMUM QUALIFICATIONS: Associates degree in computer science or directly related field and one year experience in operating a personal computer based LAN OR two years experience as an Information Systems Specialist I. Equivalent experience may be substituted for education on a year for year basis.

RESPONSIBILITIES: Position will be responsible to work with other department staff to install hardware and software, configure and repair hardware and software for the network as well as the maintenance of technology in the computer labs. Ability to load and optimize utilization of advanced computer software and operating systems, troubleshoot computer system failures and diagnose computer system problems is considered essential in performing the functions of this job. Will act as system administrator utilizing active directory services for one or more complex LANs. Provides full technical assistance and support for users including our distance education initiatives. Installs and configures internal hardware components. Performs in-depth troubleshooting and fault isolation on computers, LANs and related system components in simple configurations to maintain system availability. Repairs and/or replaces computer and network hardware components as needed. Knowledge of research techniques, proper computer system data security and backup procedures and institution procedures and standards is required. The ability to conduct training classes on system operations and software and may involve planning, assigning and checking the work of work-study students and subordinate technical personnel. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws.

SCHEDULE: Monday through Thursday from 9:30 a.m. to 8:00 p.m. however, weekend hours may be necessary

APPLICATION PROCEDURE: Employment Application available at cmcc.edu
Submit an employment application, a current resume, letter of interest and three references by August 16, 2013 to: tcrossley@cmcc.edu
or
Human Resources
Central Maine Community College
1250 Turner Street, Auburn, Maine 04210

Central Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call (207)755-5434.