



Information Technology Technician

Summary:

The **Information Technology Technician** provides all on-campus IT services to River Parishes Community College. These IT service include desktop support, server and phone system administration, networking, security, and helpdesk support.

This position will be domiciled in Reserve, LA.

Duties and Responsibilities: The **Information Technologies Technician** will be:

- Responsible for providing the College IT technical support
- Responsible for installation and maintenance of personal computers and servers on campus
- Responsible for managing and maintaining desktop and server software
- Assist in the development of disaster recovery for the campus
- Responsible for nightly back-ups
- Responsible for Exchange server, including creating new email accounts and configuration of users
- Serve as the Telecommunications administrator and coordinator
- Responsible for media technology in classrooms including video conferencing and smart boards
- Perform other duties as assigned

Qualification Requirements:

The successful candidate is required to have a minimum of an Associates' degree in a related field or related work experience. The following skill sets are required,

- Minimum of two years' experience in networking field.
- Strong ability to understand, configure, and support complex IT environments
- Knowledge of operating systems (Windows 7, Windows 2008, Windows 2012 Server)
- Experience with Microsoft Exchange Server or Office365 desired

- Knowledge of networking (routing and switching)
- Ability to troubleshoot and resolve complex problems
- Knowledge of general network security concepts
- Knowledge of disaster recovery processes and procedures
- Strong written and verbal communication skills
- Excellent customer service skills

Compensation:

Compensation will be commensurate with education and work experience. For more information about the Louisiana Community and Technical College System, visit www.lctcs.edu

Additional Requirements:

A valid Louisiana Driver's License
Proof of motor vehicle insurance

In accordance with LCTCS Policy #6:036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.

Application Instructions:

Applicants for this position should submit:

- 1) a cover letter
- 2) resume (to include date(s) of employment and date(s) educational degrees obtained)
- 3) the names and contact information of three work-related references to:

Human Resources Coordinator
Louisiana Community and Technical College System
265 S. Foster Drive
Baton Rouge, LA 70806

or via email to employment@lctcs.edu
Applications will be accepted until position is filled.

For more information about the Louisiana Community and Technical College System, visit www.lctcs.edu. LCTCS is in partnership with Louisiana Economic Development FastStart and Louisiana Job Connection.

LCTCS is committed to diversity and is an equal opportunity/equal access employer.