

# STONE CHILD COLLEGE

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## Information Systems Technician Data Collection

CLOSING DATE:	<b>Open until filled</b>
SALARY:	According to SCC Salary Scale
DEPARTMENT:	Administration
EMPLOYMENT TERM:	Full-Time
SUPERVISION:	Information Systems Specialist
GENERAL DUTIES:	<ul style="list-style-type: none"> <li>• Determine users' technical needs and provide them with appropriate solutions</li> <li>• Install hardware, software and device drivers on standalone computers</li> <li>• Install and configure computer networks including LAN and WAN</li> <li>• Manage network configurations to ensure that all computers on a network can communicate effectively</li> <li>• Test computers peripherals, hardware and software to ensure that they are working appropriately</li> <li>• Upgrade software, patches and operating systems on a continuous basis</li> <li>• Install and configure monitors, keyboards and printers</li> <li>• Troubleshoot hardware and software problems</li> <li>• Act as a technical resource in order to assist users with resolving computer issues</li> <li>• Answer calls and emails pertaining to users' computer problems</li> <li>• Ensure that all computers are secured effectively by installing and updating antivirus software</li> <li>• Set up and organize IPs appropriately</li> <li>• Train users on new software</li> <li>• Analyze network problems and manage preventative maintenance procedures</li> <li>• Explain the role of network applications and equipment to the end users</li> <li>• Maintain documentation of technical maintenance procedures carried out</li> <li>• Work with Assessment Coordinator in developing Data Base to store collected student data for reporting requirements.</li> <li>• Train users on new programs/software. Other duties as assigned by supervisor.</li> </ul>
QUALIFICATIONS:	<ul style="list-style-type: none"> <li>• Associates of Arts Degree in Computer Science, Information Systems Technology or Completion of a Certificate Program.</li> <li>• <b>Two (2) years of experience</b> performing enterprise and/or client/server work for a medium to large scale computer systems under advanced operating systems. Experience with collection of data using software programs.</li> <li>• Candidate must have proficient knowledge in the following areas: Computer hardware and software systems and programs, Computer networks, network administration and network installation, Computer troubleshooting, Computer viruses and security, E-mail and internet programs.</li> <li>• Candidate must demonstrate the following skills: ability to install and administer computer hardware, software and networks, team building skills, analytical and problem solving skills, decision making skills, effective verbal, presentation and listening communications skills, effective written communications skills, computer skills including the ability to operate spreadsheet, word-processing, graphics and website development programs at a highly proficient level.</li> </ul>
SUBMIT THE FOLLOWING FOR EMPLOYMENT:	<ol style="list-style-type: none"> <li>1. SCC Application for employment, Current Resume</li> <li>2. Diploma/Official College Transcripts</li> <li>3. Letter of Interest, 3 reference letters</li> </ol> <p style="text-align: center; color: red;"><b>The successful applicant will be subject to drug testing upon employment as outlined in Tribal Ordinance - 1-99</b></p>