

JOB ANNOUNCEMENT



EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE,
a public, state supported comprehensive institution, serving the six county district
(Grant, Hampshire, Hardy, Mineral, Pendleton, and Tucker) in the Potomac Highlands.

Information Systems Technician

Position: Full-time with Benefits; Non-classified
Location: Moorefield Headquarters, Various Discovery Centers

Responsibilities:

This position provides technical support for students and employees. This includes installing, maintaining, upgrading, and diagnosing problems for all hardware and software at all college locations. This position is also responsible for creating computer images for installation of college software on employee and student lab computers. Network Administration functions are performed by this position as well. These include installing and diagnosing problems with network cables and equipment, resetting password for employees and students and providing training for employees and students.

This position is required to travel to all college locations and to attend training when necessary. A flexible work schedule is required to meet the needs of the college.

Qualifications:

An Associate's degree in Computer Science or related field and at least 2 years of recent work experience (within the past 3 years) installing, and maintaining PCs, Video Distance Learning equipment and software. Network Administration experience with Windows Server 2008 or 2012 is preferred.

Resume review will begin immediately.
Search will remain open until position is filled.

Application Process (via email preferred):

Please submit a letter of interest that addressed your abilities to meet the qualifications and carry out the responsibilities of this position, a current resume, and three (3) professional references (names, addresses, e-mail, and phone numbers) to:

Human Resources Office
Eastern West Virginia Community & Technical College
316 Eastern Drive • Moorefield, WV 26836
Carlos.Gutierrez@easternwv.edu

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