

**Position:** INFORMATION TECHNOLOGY TECHNICIAN

**Department:** Information Technology

**Position Summary:** This position provides advanced end-user desktop and network software package support to Mac users in all departments across campus. This position requires courteous and responsive services at all times to students, faculty, staff, and administration.

**Essential Duties:** Perform desktop support services including but not limited to computer and peripheral device installation, set-up, and configuration across campus. Install software and operating systems (Mac and Windows). Perform basic system configuration setup. Provide user problem consultation and resolution. Eradication of computer viruses. Identification of system problems that require escalation to senior IT personnel. Monitor and respond to work requests for services to ensure that requests are fully resolved in a timely manner. Complete other projects based upon direction provided from senior IT personnel.

**Education & Experience:** Bachelor's degree and at least one (1) year of related experience.

**TO APPLY:**

Please send by email the following files in PDF format to [lgoins@stillman.edu](mailto:lgoins@stillman.edu):

- (1) Cover letter addressing the candidate's interest in and qualifications for the position;
- (2) Resume; and
- (3) Completed Stillman Employment Application (available for download at <http://www.stillman.edu/images/documents/application.pdf> )