

ANNOUNCEMENT OF ANTICIPATED POSITION OPENING

POSITION: Educational Assistant - Information Technology Technician
Part time 17 hours per week

ANTICIPATED STARTING DATE: 15 October 2017

MINIMUM QUALIFICATIONS: Associate's Degree in Computer Technology or related field; with three years of experience in an IT related position.
Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience are equivalent to the stated qualifications by providing appropriate references.

PREFERRED QUALIFICATIONS: Experience and knowledge in the following areas:

- Computer hardware, software, related peripheral equipment, software applications and equipment assembly and installation;
- Installing, operating, adapting, diagnosing and repairing malfunctions in computer equipment and software, including complex software systems such as the Banner system;
- Interacting favorably with faculty, administrators, staff and students;
- Proficient oral and written communication.

RESPONSIBILITIES: providing technically sound assistance in installation, maintenance and repair of computer equipment and software as assigned, through effective performance in these essential functional areas:

- Functioning of the College's IT systems;
- Advice and assistance in computer and peripheral equipment operation;
- Other duties related to the position as determined by the Director of Information Technology.

MINIMUM SALARY: \$24.94 per hour.

APPLICATION PROCEDURE: Send letter of intent, resume, names and address of three references and college transcripts to contact named below.

Human Resources Office
Three Rivers Community College
574 New London Turnpike
Norwich, CT 06030

APPLICATION DEADLINE:

Review of applications will begin immediately and continue until the position is filled. However, to ensure full consideration, applications are encouraged before October 1, 2017.

Application Form: <http://www.ct.edu/files/pdfs/Employment-Application.pdf>

**THREE RIVERS COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER;
M/F AND PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**