



TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

—MCKENZIE—

POSITION ANNOUNCEMENT INFORMATION TECHNOLOGY ASSISTANT PART-TIME

Minimum Qualifications:

- Candidate must be ready to work in a fast paced, ever changing environment. Our facility consists of 300+ workstations, 16 servers and multiple access points, across two campuses (McKenzie and Dresden). Classrooms utilize hand-held devices, and they each have specific and diverse needs that I.T. must strive to meet.
- Be proficient in Microsoft Office 2007 - 2016, Windows 7 through Windows 10 Desktop
- Will need a working knowledge of Microsoft Windows Server 2008 R2, and Server 2016
- Have a working knowledge of DNS, DHCP, TCP/IP, WAN, and LAN technologies
- Possess the ability to troubleshoot common and specific hardware/software issues
- Capable of meeting deadlines and adjusting to changing priorities
- Self-motivated individual, who can follow instructions and work autonomously, with the ability to recognize when help is needed and be proactive in gaining assistance/knowledge
- Desire to quickly gain new skills and knowledge when faced with new challenges
- This position requires someone with strong attention to detail
- Excellent written and verbal communication skills
- Ability to ask questions and get information, in order to diagnose computer problems and decide what level of support is needed when a problem is presented
- Willingness to work as part of a team in stressful situations
- High School Diploma required and additional education preferred
- A+ and Network+ certifications are required, Security+ preferred

Duties and Responsibilities Include:

- Candidate will provide IT assistance to the System Administrator in areas of: desktop support, troubleshooting desktop hardware/software problems, and special projects as they are assigned. This person will properly document support, repair, and project-management problems and solutions as they arise. They will be responsible for the school's IP camera system and assist with monitoring of campus security through the use of this system. Other duties as assigned.

Salary: Commensurate with education and experience and in accordance with the guidelines established by the Tennessee Board of Regents.

Application Instructions: Resumes and applications will be accepted until the position is filled. Please mail your resume to Tennessee College of Applied Technology McKenzie, 16940 Highland Drive, McKenzie, TN 38201. Applications are available at www.tcatmckenzie.edu and from the school office during normal business hours.

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