



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.

Position Title: INFORMATION SYSTEMS TECHNICIAN
Description: 12-month regular full-time; benefits eligible; pay grade 4; non-supervisory
Classification: Non-classified; Serves at the will and pleasure of the President
Location: Moorefield Headquarters, Petersburg Technology Center, Various
Discovery Centers
Scheduled Hours: Monday – Friday; 37.5 hours/week - May be required to work weekends
and holidays due to the critical nature of the position.
Department: Technology Services
Reports to: Chief Information Officer
FLSA Status: Non-Exempt (eligible for overtime)
Salary: \$39,098 - \$42,000, commensurate with experience

Overview: This position provides overall technical support for students and employees at various Eastern locations when needed.

Responsibilities:

- Install, maintain, upgrade, and diagnose problems for all hardware and software at all college locations.
- Create computer images for installation of college software on employee and student lab computers.
- Installing and diagnosing problems with network cables and equipment.
- Reset password for employees and students.
- Provide training for employees and students.
- Flexible work schedule is required to meet the needs of the College.
- Required to travel to all college locations when needed.
- Attend professional development trainings when necessary.
- Serves at the Will and Pleasure of the President.
- Other duties as assigned.

Qualifications:

Education - Associate's Degree in Computer Science or related field preferred

Experience - At least 2 years of recent work experience (within the past 3 years) installing, and maintaining PCs and other equipment and software. Network Administration experience with Windows Server 2019 is preferred.

CLOSING DATE: Position will remain open until filled.

IMPORTANT: You may access and submit Eastern's Online Employment Application at https://easternwv.formstack.com/forms/application_for_employment. On this online application, you can attach the following requirements or send them separately to the contact information



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below. All required documentation must be received by the Human Resources Office to be considered for an interview.

- A letter of interest that addresses your abilities to meet the qualifications and carry out the responsibilities of this position and addresses the requirements listed above
- Current resume
- List of three (3) professional references familiar with your skills and performance including names, addresses, e-mails, and phone numbers
- Copies of any college and/or technical transcripts

Human Resources Office
Eastern West Virginia Community & Technical College
316 Eastern Drive - Moorefield, WV 26836
careers@easternwv.edu
EQUAL OPPORTUNITY EMPLOYER

Eastern West Virginia Community and Technical College is an Equal Opportunity Institution and does not discriminate based on race, color, national origin, sex, pregnancy, disability, religion, or age in admission, employment, or educational programs and activities; nor does it discriminate based on genetic information in employment or employee health benefits.

For individuals with disabilities who are applying or considering applying to an open Eastern job opening and have an accommodation request, please contact Jaennae Snyder, Title IX/EEO/AA Coordinator at 304-434-8000 Ext9275 or jaennae.snyder@easternwv.edu.