Alabama Southern Community College
INTENT TO EMPLOY
(posted July 17, 2015)

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Position:

INFORMATION TECHNOLOGY TECHNICIANS (30 HOURS)
Multiple positions

Minimum Qualifications:

Interviews can only be extended to applicants who meet the minimum qualifications and who complete the application process. Following are the minimum **required qualifications** for this position:

- Minimum of three years working experience in information technology.
- Ability to use the Dell Kace 1100 and 2100 for deploying software packages and imaging.
- Ability to deploy and configure Microsoft active directory services to the end user.

Preferred Qualifications:

The following are the **preferred qualifications** for this position:

- Knowledge of the IBM iSeries computer operations.
- Two-year college experience..

Duties and Responsibilities:

The duties and responsibilities of this position include, but are not limited to, the following:
- Installing computer workstations and printers as directed.
- Conducting preventative maintenance on all computers, printers, cable boxes, and computer network equipment on all College campuses and centers as assigned.
- Repairing computers, computer workstations, printers, cable boxes, and computer network equipment on all college campuses and centers as assigned.
- Ensuring that generally accepted industry security measures are taken to protect unauthorized entry into servers and networked computers.
- Setting up e-mail accounts for new College employees.
- Training faculty and staff on the proper care and use of computers and printers.
- Ensuring that all network cables and cable runs are properly installed and protected.
- Keeping track of all IP addresses for the assigned campus, campuses, and centers.
- Notifying the IT Director and the appropriate campus director or center director on any improper use or access of College computers and computer systems.
- Notifying the IT Director in the event that computer viruses have been detected on computers.
- Ensuring that computers awaiting installation or transfer are maintained in secure areas with limited access.
- Immediately notifying the IT Director in the event that College computer equipment has been stolen, lost, or misused.
- Serving on and providing information to College committees as needed.
- Assisting in recruitment and retention of students.
- Working closely with the College administration on the development of annual budgets for approval by the President.

Salary:

Salary level will be determined by educational attainment according to State Board of Education Salary Schedule H30.

Anticipated Begin Date:

Negotiable

Application Procedure:

To be considered for an interview, the applicant must **submit all of the following**:
- **Letter of Application**
- **Current Resume'**
- **A completed ASCC Employment Application.**
- **Copies of transcripts from all colleges attended and for which degrees have been granted. Degree(s) must be posted on transcripts.**

o **A minimum of three professional references with addresses and phone numbers.**

APPLICATION MATERIALS SUBMITTED VIA FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED. Please do not staple any documents in your packet. If you are applying for more than one position, submit a complete set of information for each position. Once submitted, all applications become the property of ASCC. Requests for copies of application materials, including transcripts, will be denied by the College.

To secure an employment application, go to www.ascc.edu. Send complete application packets to:

> **Human Resources**
> **Alabama Southern Community College**
> **Attn: Rodney L. Lord**
> **P. O. Box 2000**
> **Monroeville, AL 36461**

Incomplete application packets will eliminate the possibility of an interview. It is the sole responsibility of the applicant to ensure his or her application packet is complete.

Application Deadline:

All Application Materials **must be received** in the Human Resources Office **no later than close of business day, CST, August 7, 2015,** to ensure full consideration.

Please note that ASCC closes at 5:00 p.m. Central Standard Time Monday – Thursday and at 2:00 p.m. on Fridays.

Interview Process:

The Recruitment and Selection Committee will screen all applicants for the position and will interview selected, fully qualified applicants in-person. Selected candidates will be notified by telephone. Interviews may consist of the following activities: question/answer session, written assignment, and/or teaching demonstration. Upon completion of the in-person interviews, the committee will recommend finalists for the position to the President, after which final employment decisions will be made.

Additional Information:

Alabama Southern Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program, activity, or employment. Alabama Southern Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.

In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of $17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. (Name of your college) is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

The college will not incur the cost of applicants' interview expenses.