



**HUDSON  
COUNTY  
COMMUNITY COLLEGE  
VACANCY NOTIFICATION**  
**Posting Date: May 22, 2017**

**PC Technician**

Hudson County Community College is an award-winning, comprehensive urban college located just across the Hudson River from Manhattan in Jersey City and Union City, NJ. Fully accredited by Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists in the U.S. for the American Association of Community Colleges' (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association's Good Neighbor Awards in 2009 for the Culinary Arts Conference Center and in 2012 for the North Hudson Campus Project, and in 2015 for the Library Building.

The College is searching for **full-time PC Technicians**. Reporting to the Help Desk Manager, position responsibilities include, but are not limited to the following: for supporting the use of college computer hardware, software, and related peripherals at the College and plan for their enhanced use. Troubleshooting and correcting computer problems; identifying, evaluating, and selecting the hardware and software needed to provide solutions; providing telephone, face-to-face, and online support to computer users; installing software and hardware; connecting computers and peripherals to the campus network and providing first-level network troubleshooting; working with the Help Desk Manager on projects as appropriate; interfacing with vendors, technical staff, and end users; undertaking record keeping and reporting functions for the area of responsibility. Will perform other related duties as assigned.

Minimum of a High School diploma with a minimum of three years of related technical work experience required; Associate degree with two years of related technical experience preferred. Technical certifications also preferred. Fundamental knowledge of basic systems analysis, computer networking, and data communications required. Ability to interpret, analyze, and modify computer/systems methods and procedures, load and configure software and resolve software conflicts, research problems using a variety of sources, install and troubleshoot peripheral equipment, and diagnose computer hardware required. Ability to perform preventive maintenance on computer hardware and software required. Effective oral and written communication skills, customer service skills, and ability to communicate technical guidance and instruction to users on the use of PC applications and systems required.

**TO APPLY:** Send a letter of application, resume, salary requirements, and names/contact information of three professional references to:

**Via USPS:** Hudson County Community College  
Department of Human Resources  
81 Sip Avenue - Mezzanine Level  
Jersey City, NJ 07306  
**Via Email:** [Resumes@hccc.edu](mailto:Resumes@hccc.edu)  
**Via Fax:** 201-714-2509

For additional information about the College, please visit [www.hccc.edu](http://www.hccc.edu). Employment opportunities at Hudson County Community College may be obtained at [www.njhrc.org](http://www.njhrc.org), [www.higheredjobs.com](http://www.higheredjobs.com), and [www.latinosinhighered.com](http://www.latinosinhighered.com).

*As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.*

**HCCC IS AN EEO/AA EMPLOYER**