VACANCY NOTIFICATION
Posting Date: May 16, 2013

PC Technician (GRANT FUNDED POSITION)

Hudson County Community College, a fast-growing mid-sized urban community college, is searching for a **full-time PC Technician (Grant Funded)**. Reporting to the Data Communications Network Manager, the PC Technician will be responsible for supporting the use of personal computer hardware, software, and related peripherals at the College and plan for their enhanced use. Troubleshooting and correcting personal computer problems; identifying, evaluating and selecting the hardware and software needed to provide solutions; providing telephone, face-to-face and online support to personal computer users; installing appropriate software and hardware; connecting personal computers and peripherals to the campus network and providing first-level network troubleshooting; working with the Data Communications Network Manager on network-related projects as appropriate; providing training to personal computer users as appropriate; interfacing with vendors, other technical staff and end users; undertaking record keeping and reporting functions for the area of responsibility; managing student and staff as appropriate; staying current with developments in uses of information technology through membership in professional organizations and attendance at conferences/trade shows. 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 certification also preferred. Experience with local area networks and servers including installation and troubleshooting is required. Good verbal and written communications skills, demonstrable customer service skills, and proven success working in a collaborative setting are essentials. Must also have experience with Intel processor-based personal computer use and support; Microsoft Windows and Office; and a wide range of applications software. Prior experience with Ellucian (formerly Datatel) and Business Objects or other higher education software preferred.

**TO APPLY:** Send letter of application, resume, salary requirements and three references to:
Department of Human Resources
70 Sip Avenue, Third Floor
Jersey City, NJ 07306
E-mail: Resumes@hccc.edu
Fax: (201) 714-2509

For additional information and employment opportunities at HCCC, please visit:
[www.njherc.org](http://www.njherc.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