



Part Time 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 the 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 Conference Center; in 2012 for the North Hudson Campus Project; and in 2015 for the Gabert Library.

The College is currently searching for a **Part-Time PC Technician**. Reporting to the Help Desk Manager, position responsibilities include, but are not limited to the following: supporting the use of College computer hardware, software, and related peripherals at the College. 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 appropriate software and hardware; connecting computers and peripherals to the campus network; working with the Help Desk Manager on projects as appropriate; other technical staff, and end users; undertaking record keeping and reporting functions for the area of responsibility. Will perform other related duties as assigned.

Requirements: Minimum of a High School diploma or GED with a minimum of one year of related technical work experience required; Associate degree with two years of related technical experience preferred. Technical certification also preferred. Fundamental knowledge of basic systems analysis, computer networking, and data communications. 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 letter of application and resume to:

Kenneth Melewski
Help Desk Manager
Hudson County Community College
ITS Department
70 Sip Avenue, 3rd Floor
Jersey City, NJ 07306

E-mail: kmelewski@hccc.edu

For additional information and employment opportunities at HCCC, please visit:
www.njherc.org, www.higheredjobs.com and 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.

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