VACANCY NOTIFICATION

Posting Date: February 20, 2019

(2) PART-TIME PC TECHNICIANS
(Maximum 24 hours/week includes weekends (Saturday & Sunday)

Hudson County Community College is an award-winning, comprehensive urban college with two campuses located just minutes from Manhattan in Jersey City and Union City, NJ. The Journal Square campus sits at the center of Journal Square in the center of Jersey City, next to a major PATH station and transportation hub, while the Union City campus sits adjacent to a vital light rail station.

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 a finalist 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 state-of the art, award-winning Glen Gabert Library Building.

The College is currently searching for **(2) part-time Personal Computing Technicians for the Jersey City Campus**. Reporting to the Helpdesk Manager, the PC Technician will be responsible for supporting the use of computer hardware, software, and related peripherals at the College and plan for their enhanced use. Troubleshooting computer problems; identifying, evaluating and selecting the hardware and software needed to provide solutions; providing telephone, face-to-face, email and online support to personal computer users; installing appropriate software and hardware; connecting computers and peripherals to the campus network and providing first-level network troubleshooting.

Provides technical support for specialized/departmental software programs utilized by various College departments; e.g., Library system. Ensures computer systems are safe from illegal intrusions, viruses, data theft, fraud, and other forms of tampering by following security policy, proactively installing virus protection software etc.; completely and accurately documents work orders received based on priority and severity of request. Maintains request log and, upon problem resolution, updates user requests, work completed, and outcome; staying current with uses of information technology; will perform other related duties as assigned.

<u>Requirements:</u> 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. Proficiency with various computer software programs and the use of Ellucian-Colleague or similar higher education platform

To Apply: Send letter of application, résumé, salary requirements and names/contact information of three professional references.

<div align="center">

Department of Information Technology Services
Attn: Sandra Aviles
70 Sip Avenue, 3rd Floor
Jersey City, NJ 07306
E-mail: Saviles@hccc.edu
Fax: (201) 792-9448

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

HCCC IS AN EEO/AA EMPLOYER

Take Survey

</div>