



Senior 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 a **Senior PC Technician**. Reporting to the Help Desk Manager, position responsibilities include, but are not limited to the following: supporting the Microsoft Windows Active Directory infrastructure, Microsoft Exchange Email server, and MAC OS servers. Provides second/third-level field technical support, problem analysis and resolution, extensive technical assistance, and training to computer systems users at all campus locations.

Serves as system administrator and provides technical support for the College's Microsoft Exchange Email server, Microsoft Windows Active Directory infrastructure to ensure continued systems connectivity, maximum systems performance, and compliance with software site licensing requirements, actively participates in information technology special projects, as required, regarding systems modifications or enhancements, streamlining of operations and/or processes, system migrations planning and implementation, etc. Works in tandem with the Help Desk Manager regarding various projects, maintains an ongoing awareness of current and changing trends in the field of information technology through current membership in professional organizations, attendance at conferences and trade shows, etc. Performs other related technical support activities at a senior level, as required.

Requirements: A minimum of a High School diploma with a minimum of five years of related technical work experience required. Associate degree with a minimum of four years of related technical experience preferred. Multiple technical certifications that is directly related to the duties and responsibilities specified also preferred. Prior systems management and project management experience also preferred. Ability to install, configure, and maintain workstations in a Microsoft Windows Active Directory infrastructure using Windows operating systems as required. Knowledge of Microsoft Exchange server and client setup, Microsoft Office, Macromedia Studio, Mac OS, and Adobe products required. Comprehensive knowledge of basic systems analysis and computer networking 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 trouble shoot peripheral equipment, and diagnose computer hardware required. Ability to perform preventive maintenance on computer hardware and software required, along with the ability to proactively identify and resolve systems issues. Effective oral and written communication skills, technical writing skills to prepare systems status reports, 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, resume, salary requirements, and names/contact information of three professional references.

Via USPS: Hudson County Community College
70 Sip Avenue, 3rd Floor
Jersey City, NJ 07306

Via Email: resumes@hccc.edu

Via Fax: 201-714-2509

Additional information about the College please go to www.hccc.edu and employment opportunities at Hudson County Community College may be obtained at 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.

HCCC IS AN EEO/AA EMPLOYER