

# South Texas College

## Job Announcement 2019-5045

**Title: Computer Services Technician (Part-time Temporary)**

**Department: Technology Support**

**Reports to: Assistant Chief Information Officer for Infrastructure**

**Pay Grade: Part-time**

**Salary Range: Minimum \$9.00/Hour**

**Campus: Pecan**

**FLSA Status: Non-Exempt/Hourly**

### **General Statement of Job**

The Computer Services Technician assists the Computer Services Specialists with installing, repairing, and maintaining computer hardware, peripherals, and software throughout the college district.

### **Specific Duties and Responsibilities**

#### **Essential Functions:**

1. Assists with installing, repairing, and performing maintenance of computer hardware, peripherals and software.
2. Assists with performing moves/setups as assigned.
3. Assists with work orders and assigned tasks.
4. Assists with desktop images and other local desktop enterprise agent software including McAfee, Systems Management Server, Systems Update Server, Deepfreeze and other related enterprise software.
5. Assists with installing specialized departmental software.
6. Keeps current on trends and developments in computer hardware, software, and networking.
7. Performs other duties as assigned.

### **Required Education and Experience**

1. College Certificate, a minimum of 30 college hours, or eight (8) years of relevant experience required; Associate's Degree preferred.

### **Required Knowledge, Skills and Abilities**

1. Excellent oral, written and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Familiarity with personal computers and networking, especially with Windows 7, Windows 8, Windows 10, Macintosh OS, and TCP/IP.
4. Knowledge of encryption tools and virtualization solutions.
5. Ability to adapt to constant change and periods of fast-paced, high-intensity work

- situations.
6. Ability to work evenings and/or weekends as needed.
  7. Demonstrated ability to interact effectively with a diverse, multi-cultural college population.
  8. Demonstrated commitment to achieving the vision and mission of South Texas College.
  9. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
  10. Ability to write routine reports and correspondence.
  11. Ability to speak effectively before groups of customers or employees of the organization.
  12. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
  13. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Checks, Certificates, Licenses, and Registrations**

1. All applicants are subject to a national criminal background check under South Texas College policy.
2. Security Sensitive position: In addition, subject to federal background check.
3. Comptia A+ and Network+ certifications preferred.

### **Physical Requirements**

1. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
2. Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
3. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
4. Moving about on hands and knees or hands and feet.
5. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
6. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
7. Applying pressure to an object with the fingers and palm.
8. Perceiving the nature of sounds at normal speaking levels with or without correction.
9. Ability to receive detailed information through oral communication and to make the discrimination in sound.
10. Bending legs at knee to come to a rest on knee or knees.
11. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
12. Ability to make rational decisions through sound logic and deductive processes.
13. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
14. Using upper extremities to press against something with steady force in order to

- thrust forward, downward or outward.
15. Extending hand(s) and arm(s) in any direction.
  16. Substantial movements (motions) of the wrist, hands, and/or fingers.
  17. Standing particularly for sustained periods of time.
  18. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
  19. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
  20. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer screen; and/or extensive reading; including color, depth perception, and field vision.
  21. Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
  22. Close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, and operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
  23. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities perform the essential functions of this job.

**HOW TO APPLY:** Submit a South Texas College application, letter of intent, resume, copies of transcripts (official transcripts required if hired) and a list of five professional references with addresses and phone numbers to:

**SOUTH TEXAS COLLEGE  
OFFICE OF HUMAN RESOURCES  
2501 W. Pecan Blvd.  
McAllen, TX 78501**

South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal education institution and equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status.