

# South Texas College

## Job Announcement 2020-5047

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**Title: Systems Technician (Part-time Temporary)**

**Department: Systems and Networking**

**Reports to: Systems and Networking Manager**

**Pay Grade: Part-time**

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

**Campus: Pecan**

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

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### **General Statement of Job**

The Systems Technician installs, repairs, and provides routine maintenance to servers and storage equipment. Assists in the day-to-day activities to monitor server and storage performance, system availability, scheduled maintenance and improvements. The technician will receive mentorship and leadership from IT team leads and gain practical skills in use of Information Technology equipment, tools, and best practice/concepts used in medium to large organizations. The technician will develop communication, presentational skills, and exposed to industry connections.

### **Specific Duties and Responsibilities**

#### **Essential Functions:**

1. Performs proactive checks of system logs and events to prevent or minimize server issues.
2. Assists specialists and/or analysts in the installation, configuration, and maintenance of servers and software.
3. Assists in ensuring server integrity through review and testing of systems patches.
4. Assists with performing inventory of Information Technology server property and systems assets.
5. Keeps abreast of trends and developments in servers, storage, virtualization and security.
6. Participates in the day-to-day activities of the systems project execution.
7. Performs other duties as assigned.

### **Required Education and Experience**

1. High School Diploma or GED required.
2. 3.0 GPA or higher required.
3. Must be currently enrolled college student pursuing a Certificate of Completion or higher in a computer related field.

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

1. Excellent oral, written and interpersonal communication skills.

## **Systems Technician**

2. Good background of personal computers, server technologies, Windows Operating Systems, and virtualization.
3. Good understanding of Linux, Windows, Storage Area Network (SAN), Virtual Machines (VM), Application Load Balancing, Networking, Security practices, Active Directory, and cloud email systems.
4. Excellent problem-solving and analytical skills.
5. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
6. Ability to work independently as well as a team player within department and with others.
7. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
8. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
9. Demonstrated ability to interact effectively with a diverse, multi-cultural college population.
10. Demonstrated commitment to achieving the vision and mission of South Texas College.
11. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
12. Ability to write reports, business correspondence, and procedure manuals.
13. Ability to effectively present information and respond to questions from groups of students, employees, managers, clients, customers, and the general public.
14. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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

1. Security Sensitive position: all applicants are subject to a criminal background check under South Texas College policy
2. In addition, subject to a federal background check.

### **Physical Requirements**

1. Exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Applying pressure to an object with the fingers and palm.
6. Perceiving the nature of sounds at normal speaking levels with or without correction.
7. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
8. 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.
9. Ability to make rational decisions through sound logic and deductive processes.

10. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
11. Standing particularly for sustained periods of time.
12. 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.
13. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
14. 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 to perform the essential functions of this job.

**HOW TO APPLY:** Submit a South Texas College application, letter of intent, resume, and copies of transcripts (official transcripts required if hired) to:

**SOUTH TEXAS COLLEGE  
OFFICE OF HUMAN RESOURCES  
2501 W. Pecan Blvd.**

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. Discrimination is prohibited and the College will comply with all applicable College policies, and state and federal legislation. This statement extends to individuals seeking employment with and admission to the College.