

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Computer Technician

LOCATION: Panola College, Carthage, Texas

EMPLOYMENT TERM: Full-time position

BEGINNING DATE: November 1, 2021

RESPONSIBILITIES: This position will be supervised by the Director of Information Technology Services and provides computer and audio/visual support to the institution. Applicant must have the ability to maintain and install computer hardware and software (in offices and labs) and audio/visual equipment; troubleshoot hardware and software problems; follow routine verbal or written instructions; read manuals and self-train as necessary; have the ability to analyze computer problems and provide solutions; and have the ability to provide technical guidance and instruction on the use of computer technologies. This position requires travel among campuses to perform assigned tasks; other duties as assigned.

QUALIFICATIONS: Bachelor degree preferred, Associate's degree required; industry certifications and at least two years of experience as a computer technician preferred; cyber security experience preferred.

COMPENSATION: The hourly salary offered for this position will be \$19.55.

BENEFITS: Group Health and Life Insurance, Educational Retirement, Social Security, Optional - Disability, Additional Life, AD&D, and Dental Insurance. 60-day waiting period.

CLOSING DATE: Screening of applications begins October 15, 2021. Position open until filled.

****Must pass a pre-employment criminal background check.****

APPLICATION PROCEDURE: Applicants should secure an application and submit with resume and official transcripts to:

Jeremy Dorman, Office of Human Resources
Panola College, 1109 W. Panola
Carthage, Texas 75633
Email: jdorman@panola.edu

Additional information on application procedures and this position's job description may be found on the Human Resources page of the College's web site at www.panola.edu/human-resources.

Panola College is an Equal Opportunity Institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, genetic information, or disability.