

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE:	Computer Technician
LOCATION:	Panola College, Carthage, Texas
EMPLOYMENT TERM:	Full-time position
BEGINNING DATE:	Negotiable
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 wage offered will be commensurate with educational background and work experience.
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 June 3, 2024. 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
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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.

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