BEVILL STATE COMMUNITY COLLEGE

1411 Indiana Avenue Jasper, AL 35501

205-387-0511

POSITION #788:   Part Time   Computer Services Technical Assistant – Fayette Campus

APPROXIMATE STARTING DATE: November 2019

GENERAL INFORMATION:
Bevill State Community College is an accredited, learning-centered institution dedicated to student success by providing quality educational and training opportunities that enrich lives intellectually, economically, and culturally.

QUALIFICATIONS: High School graduate or equivalent is required. Experience in Information Technology is preferred.

DUTIES: In addition to adhering to the guidelines as specified by *Bevill State Community College Personnel Handbook,* Alabama Community College System, and Board of Trustee, duties will include, but are not limited to, the following:

1. Assist the Computer Services - Computer Technician/Network Manager in all areas of support relative to the function of computer services.

2. Help setup and install new computers and laptops in a network environment.

3. Help with any necessary moves of computers and computer related devices.

4. Assist with resolving computer and network problems, repair and upgrade computer systems and perform necessary maintenance task.

5. Assist with installing and testing network cabling and devices according to industry standards.

6. Proficiently, configure and maintain network printers, scanners, copiers and other peripherals while adhering to college guidelines.

7.   Assist with the installation of instructional software and testing software in labs, faculty offices, and staff offices.

8. Provide end-user support for essential computer needs, software and functionality.

9. Assist faculty, staff, and students with wireless connectivity and mobile technology.

10. Assume all other duties assigned by the Computer Technician/Network Manager and the Director of Information Technology and Telecommunication.

SALARY: $12.85 an hour with no more than 18 hours per week.

APPLICATION PROCEDURES:
Bevill State Community College employment applications are available from the following address or visit our website at www.bscc.edu and click on "Faculty and Staff" and then "Employment Opportunities". All applications should be mailed to:

> **Office of Personnel Services**
> **Bevill State Community College**
> **1411 Indiana Avenue**
> **Jasper, AL 35501**

APPLICATION DEADLINE:
All application material **for this position** must be submitted as a **new complete packet** and will become the property of the College. Transcripts **MUST** be submitted with every application for employment.

Completed applications must be received by 3:00 pm, November 4, 2019, to ensure full consideration. Finalists will be interviewed at the candidate's expense. A complete application file consists of:
*   A signed letter of interest with reference to the **position number** found on the position announcement (no computer generated signatures).
*   A completed and signed Bevill State Community College Application.
*   Complete transcripts from **every** institution from which **any** collegiate credit has been earned.
*   A resume.
*   Three current and **signed**, letters of reference (no older than one year; no computer-generated signatures).

It is the sole responsibility of the applicant to ensure his or her application packet is complete.

Before an offer of employment can be made to the selected candidate, the College will require written verification (on letterhead and signed by an appropriate authority) from current and previous employers confirming the required level of experience as stated in the "Qualifications" section.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a <u>nonrefundable fee of $13</u> (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Bevill State Community College is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

Bevill State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. Bevill State Community College will make reasonable accommodations for qualified disabled applicants or employees. If you have a disability and may require accommodations, please notify us at 205-387-0511 Ext. 5784. The College reserves the right to withdraw this job announcement at any time prior to the awarding.

Please note that Bevill State Community College hours are 7;30 to 5:30 Monday – Thursday and 7:30 to 11:30 on Friday