



POSITION ANNOUNCEMENT

DATE: January 25, 2012

POSITION TITLE: Information Systems Specialist I (full-time)

WORK SCHEDULE:
Tues. – Thurs.: 1 pm to 9:30 pm
Fri.: 8 am to 6:30 pm
Sat.: 8 am to 2:30 pm

** Work schedule during academic breaks may be modified to fit operational needs*

SALARY: Salary and benefits commensurate with the Agreement between the Maine Community College System and the MSEA Bargaining Unit. Range 15 (pay starting at \$13.64 to \$15.32)

QUALIFICATIONS: Associates Degree in Computer Science and two (2) years experience in a computer related field. Experience in customer service and/or help desk operations is required. Experience with WebCT / Blackboard is desired.

RESPONSIBILITIES: Perform help desk duties including phone, remote and in-person support of academic and institutional information systems. Position will be responsible for utilizing and keeping the help desk ticketing system up-to-date and accurate. Work with other department employees to install, configure and repair hardware and software for network as well as conducting workshops and demonstrations to train, upgrade and/or introduce appropriate skills. Assist in performing backups and file maintenance to ensure integrity and availability of user data and other duties as assigned.

APPLICATION

PROCEDURE: Salary and benefits are in accordance with the agreement between the Maine Community College System and the MSEA Support Staff Unit. Application review will begin immediately and continue until the position is filled. For consideration, please submit a letter of application, Application for Employment at KVCC (visit: www.kvcc.me.edu and then click "EMPLOYMENT" and download form), resume and three (3) letters of professional reference including telephone numbers:

Rochaline Gertloff
Human Resource & Payroll Technician
Kennebec Valley Community College
92 Western Avenue
Fairfield, ME 04937-1367

KVCC is an equal opportunity/affirmative action institution and employer. For more information, please call 453-5000.