

JOB ANNOUNCEMENT

Computer Technician – Temporary Position

OPENING DATE: October 6, 2017
REVIEW DATE: October 20, 2017
CLOSING DATE: Open until Filled
START DATE: ASAP or 2 weeks after acceptance
LOCATION: NWIC Main Campus
SALARY: \$15.94 to 17.71 per hour MAX DOE

The salary placement upon hire will be based on the selected candidate's education and relevant work experience as outlined in the job announcement and the established salary schedule for the classification of position to be filled.

Northwest Indian College hiring practices include adherence to the Indian Preference Act (Title 25, U. S. Code, Section 473). NWIC supports and provides equal opportunity employment and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information.

SCOPE OF WORK

Under general supervision, the Computer Technician is responsible for providing support to the Information Systems Department. This position will perform duties such as, but not be limited to, the installation, troubleshooting and moving of computer hardware and software on standalone computers; testing computers, peripherals, hardware and software; installation and configuration of peripherals as needed; and performance of related work as required.

DUTIES & RESPONSIBILITIES

1. Install hardware and software on standalone computers.
2. Troubleshoot tier 1 issues and work with high tier IT support to find solutions.
3. Test computers, peripherals, hardware and software to ensure they are working properly.
4. Install and configure peripherals as needed.
5. Assist in software rollouts and hardware moves.
6. Reset student and staff passwords.
7. Help support the Polycom teleconferencing classrooms throughout the main campus.
8. Assist in the imaging and deployment of new computer systems.
9. Perform other duties of a similar nature or level.
10. May occasionally be required to work some evenings and weekends.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS REQUIRED to perform this position successfully:

Minimum Qualifications:

- An equivalent combination of education and experience sufficient to successfully perform the essential duties and responsibilities as described above; minimum of one year of general computer installation, maintenance and repair experience is preferred.
- Working knowledge of TCP/IP and computer networking.
- Knowledge of Dell computers and operating systems.
- Ability to deal tactfully and courteously with others in answering questions, training users, and providing customer assistance with computer operations.

Preferred Qualifications:

- Equivalent to completion of two years of college-level coursework in computer science, information technology or a related field.
- Two years of general computer installation, maintenance and repair experience.
- Knowledge of IOS.
- Some familiarity with Active Directory.
- Experience working in a college setting.
- Experience working in Native communities.

APPLICATION PROCESS

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC Application
3. Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of colleges transcripts (*official copy requested at time of hire*)
6. Three **letters** of recommendation from persons, who not members of your immediate family, who have firsthand knowledge of your qualifications for the position
7. If applicable to the position, provide copies of certificates/licenses/credentials

The job announcement and application forms are available online at www.nwic.edu/jobs or may be requested from and submitted directly to:

Northwest Indian College
Human Resources
2522 Kwina Road
Bellingham, WA 98226-9278
Telephone/Fax: (360) 392-4230
Email: employment@nwic.edu