



POSITION ANNOUNCEMENT

TECHNOLOGY SYSTEMS SPECIALIST DISTRICT OFFICE | OLNEY, IL

DESCRIPTION: The Technology Systems Specialist position is a full-time position reporting to the Manager of Technology Infrastructure at the District Office in Olney, IL. This position provides technical support for employees and students, implements and supports software systems, performs daily technical operations, and operates the IECC Help Desk. Job duties include but are not limited to assisting in the implementation, integration, and maintenance of software applications and systems; supporting district-wide computer management software, telecommunications, security cameras; tracking IT hardware and software inventory; providing user support for various technology systems, assisting with training as needed, and assisting with technology-related purchasing.

QUALIFICATIONS: Associate's degree in Information Technology or related field or equivalent work experience and training required; Bachelor's degree preferred. Applicants must be able to install, configure, maintain and provide support for computer hardware and software; must have knowledge of the principles and operations of the Internet, networking, various computer platforms/operating systems, and standard application programs including databases, spreadsheets, and word processing; must have excellent written and verbal communication skills; knowledge of office practices; ability to organize and prioritize work; ability to work independently; ability to interact effectively with administration, faculty, staff and students; and must have human relations and creative problem solving skills.

WAGES & BENEFITS: \$18.00- \$20.00 per hour, based on relevant experience and qualifications. Benefits include, but are not limited to: medical, dental, and life insurance; paid sick leave, vacation, and personal days; and participation in State Universities Retirement System.

APPLICATIONS: Send a letter of interest, resume, IECC application forms (available on our website), and transcripts to iecchr@iecc.edu or mail to:

Illinois Eastern Community Colleges
Attn: Human Resources
233 East Chestnut Street
Olney, IL 62450

APPLICATION DEADLINE: Applications will be reviewed as received and will be accepted until the position is filled.

STARTING DATE: Pending approval by the Board of Trustees.

IECC complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Michele Anderson at (618) 395-5299 Extension 5522. Illinois Eastern Community Colleges is a multi-college district with four colleges and an administrative office located in rural southeastern Illinois: Frontier Community College in Fairfield, Lincoln Trail College in Robinson, Olney Central College in Olney, and Wabash Valley College in Mt. Carmel. The colleges are accredited by the Higher Learning Commission.

IECC's mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

EQUAL OPPORTUNITY EMPLOYER