Roberta Patten
Board of Regents Chair

Dr. Martin Ahumada
College President

SAN CARLOS APACHE COLLEGE

HUMAN RESOURCES
1 San Carlos Ave., Bldg. 3
P.O. Box 344
San Carlos, Arizona 85550
(928) 475-2016 ❖ Fax (928) 475-2018
JOB POSTING

Computer Training Coordinator

POSITION TITLE: Computer Training Coordinator **Vacancy Announcement No.** #23-08

WORK LOCATION: San Carlos Apache College, Main Campus in San Carlos, AZ

DEPARTMENT: Academics

REPORTS TO: I.T.

DEADLINE: **Open Until Filled (Opened 1/25/2023)**

Essential Responsibilities: Essential responsibilities and duties may include, but are not limited to the following:

Shall oversee the operations of all SCAC computer labs across multiple buildings.

Shall perfom imaging of all desktops and laptops with the most current Windos, Mac, Android, iOS image and install all necessary software as directed by the I.T. Officer

Shall provide timely and accurate frontline user support and customer service

Maintain and troubleshoot SCAC computers, classroom technology, and office network equipment

Provide onsite and virtual technology support for classes in session and staff on duty

The Computer Training Coordinator shall document problems and proposed solutions and procedures

Maintain inventory control systems for computing equipment

Shall exercises a strong degree of ethics and professionalism as they will have access and maintain passwords, data integrity, and file system security

May work independently or a part of an I.T. team and must exercise good judgement to develop practical solutions

Shall continually improve personal knowledge of industry technologies and best practices, including completing trainings as required

Shall attend all I.T. support meetings

Shall train and mentor student interns and also develop computer literacy programming for adults, elders, and youth

Other duties as assigned

Qualifications:

- Welcoming and helpful to all visitors
- Outgoing, friendly, people-oriented skills are required
- Positive energy required
- Excellent verbal communication and public speaking skills are required
- Ability to successfully work with a diverse student population and colleagues
- Decision-making ability required
- Initiative and ability to work independently
- Listening and interpersonal skills

Education, Experience, & Licensing Requirements:

Minimum High School Diploma or Equivalent. A.A. degree preferred
NOTE: Applicant must submit a copy of all college transcripts to meet positive education requirements.

In addition to meeting the basic education, experience, and licensing requirements, candidates must have had three (2) years of specialized experience.

Specialized experience in general office support work with daily public contact, customer service responsibilities, or a job-related field. *Examples of the type of experience that will be credited are shown under "essential responsibilities."*
Knowledge, experience, and comfort working in higher education or an academic environment
Ability to provide outstanding quality customer service and support to SCAC and all stakeholders
Driver's license required.
Ability to pass a pre-employment background check
Ability to pass a pre-employment drug and alcohol test

Compensation:

50,000.00 Annually

How to Apply:

The San Carlos Apache College follows our Native Hiring Preference Policy

The San Carlos Apache College is an Equal Opportunity Employer

Email your application, resume, and cover letter to hr@apachecollege.org

Chris Lyn Phillips, Human Resource Officer