



POSITION ANNOUNCEMENT

TECHNOLOGY SUPPORT SPECIALIST ILLINOIS EASTERN COMMUNITY COLLEGES

DESCRIPTION: The Technology Support Specialist position is a full-time position reporting to the Director of Information and Communications Technology at the District Office in Olney, IL. Job duties include, but are not limited to: serving as the primary contact for employees and students needing technical assistance; operating the IECC Information Technology Help Desk; implementing and supporting software systems; tracking IT hardware and software inventory; maintaining user accounts; providing technical support and maintenance for the District's computer technology applications.

QUALIFICATIONS: Associate's Degree in Information Technology (or equivalent) and two years' experience working with computer hardware & software. Applicants must have knowledge of the principles and operations of the Internet; networking; various computer platforms and operating systems; and standard application program including database, spreadsheets, and word processing. Excellent oral and written communication skills, excellent interpersonal skills, attention to detail, and ability to efficiently organize and prioritize work are required.

WAGES/BENEFITS: \$13.45 - \$15.46 per hour; commensurate with education and experience. 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 online), official transcripts, and three letters of recommendation to:

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

For more information, please contact (618) 879-9422 or hartd@iecc.edu.

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

STARTING DATE: August 20, 2020, pending approval by the IECC Board of Trustees.

Illinois Eastern Community Colleges is a multi-campus 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. Illinois Eastern Community Colleges is accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education

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

7/8/2020