



4301 Third Street • Tillamook Oregon 97141

Position Opening Notice **Information Technology Coordinator**

College and Area Information

Tillamook Bay Community College (TBCC) is seeking an experienced, enthusiastic and skilled candidate to serve as Information Technology Coordinator and to work in conjunction with and support of the College's mission: to provide access to quality education in response to the needs of the community.

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon; the county seat of Tillamook County. The County has a population of 26,000 and TBCC serves over 2,300 students during the 2016-17 academic year.

Organizational Relationship

Reports to the Information Technology Director

General Statement

This position provides technical support to end users for computers, audio/visual equipment and various software packages. This position is also responsible for assisting with hardware troubleshooting, maintenance and upgrades, website upgrades, some web maintenance and general video equipment maintenance.

Term of Employment

Annual: Full-time (40 hours/week) position July 1 – June 30

Leave in accordance with current TBCC Policy 312 and corresponding regulations.

Major Areas of Responsibility

- User support and help desk functions
- Troubleshooting/diagnosing computer problems
- Setup of new computer systems
- Video Conferencing units and other A/V equipment
- Assist with general website maintenance and updates

- Assist with network maintenance.

Specific Responsibilities

Work as part of a team on all technology-related projects. These will include but may not be limited to:

- Direct and indirect support to users
- Office 365 suite of applications support
- Hardware/software workstation troubleshooting
- Installing new computers and equipment in classrooms
- Assist with training on new classroom or workstation equipment.
- Website maintenance and upgrades
- Assist with VOIP phone system

Required Qualifications

- Degree: Associates degree in a computer-related field.
- Experience: 2 years working with computers preferably in a team environment
- Skills: Computer troubleshooting, working knowledge of Office 365, ability to work as a team member, willingness to learn new skills and techniques.

Preferred Qualifications:

- Bachelors in Information Technology or related field.
- Experience working in higher education in a team setting.
- Video equipment experience.

Application Information

Complete application packets will have first consideration. The submission of all required application materials is the responsibility of the applicant.

Please respond via email with cover letter, resume and application indicating proof of your abilities to achieve the above job description and a minimum of three references to:

patryan@tillamookbaycc.edu

Applications may also be mailed to:
Tillamook Bay Community College
Attn. Human Resources
4301 Third Street
Tillamook, OR, 97141

To print application go to: <http://tillamookbaycc.edu/tbcc-employment-opportunities/>
Choose the staff application packet. Application cannot be filled out on-line.

Candidate selected for hire must provide official academic transcripts. Applicants must be prepared to interview at their own expense.

Compensation and Position Availability

Position Open until filled

First review of applications: December 15, 2017.

This is a 1.0 FTE position. Salary is \$40,979 - \$44,779, depending on experience.
Benefits are in accordance with Board Policy.