SOUTHERN ARKANSAS UNIVERSITY TECH
Position Vacancy Notice

POSITION TITLE: Computer Support Specialist

DATE POSITION AVAILABLE: immediately

APPLICATION DEADLINE: Applications will be accepted until position is filled.

JOB DESCRIPTION:
The Computer Support Specialist works under the direction and supervision of the Director of Information Technology Services. This is a full-time 12-month position. This position is a labor grade C119 on the state pay plan and is governed by agency/institutional policy.

Specifically, the job assignment includes but not limited to:
1. Assist administrative and academic users with resolution of hardware and/or software problems.
2. Provide administration of the Windows 2003 & Windows 2008 servers which will include operating system and a working knowledge of the following server applications:
   - Microsoft Exchange
   - Active Directory
   - SQL Server
   - Webserver running Microsoft IIS
3. Install, configures and maintains computer hardware and software at various levels.
4. Provide workstation access to networked software.
5. Evaluates and makes recommendations for necessary adjustment of hardware and/or software to satisfy user requirements.
6. Assist the Information Technology staff with specialized job requirements.
7. Performs other related duties as required or assigned.

KNOWLEDGE, ABILITIES AND SKILLS:
Knowledge of computer, hardware/software, applications and operations.
Knowledge of functional areas of networking, technical and user services.
Ability to identify malfunctions and implement corrective measures.
Ability to operate computer and peripheral equipment.
Ability to maintain records of computer hardware and software and prepare necessary reports.

MINIMUM QUALIFICATIONS:
The formal education equivalent of a bachelor’s degree in computer science, computer applications, mathematics, or a related field; plus two years of experience in computer support. OR Completion of technical training in computer science, data processing, or a related field acquired from a vocational, military, or industrial setting plus four years of experience in computer support plus one year of supervisory experience. Working knowledge of Windows 2003 & 2008 OS and Exchange.

SALARY: $35,554 annually

DATE OF NOTICE: January 29, 2015

APPLICATION PROCEDURE: Send a completed SAU Tech application, resume, and official license/transcripts (if applicable) to:
SAU Tech Human Resources Office
P.O. Box 3499
Camden, AR  71711
(870) 574-4481

Southern Arkansas University Tech is an Equal Opportunity, Affirmative Action Employer and does not discriminate against any applicant for employment because of race, color, national origin, gender, age, disability, or veteran status. Applicants from qualified women and ethnic minority group members are strongly encouraged.