Job Description

JOB TITLE: Technology Administrator
DEPARTMENT: Information Technology Services
REPORTS TO: Director of Operations

POSITION SUMMARY: Technology Administrator will manage and support the campus computer systems for Rochester College. The Technology Administrator is responsible for maintaining campus network infrastructure, all campus technology hardware resources, and audio/visual services.

EDUCATION AND EXPERIENCE REQUIRED:
• Bachelor’s Degree
• 3 years of professional I.T. experience

ESSENTIAL DUTIES AND RESPONSIBILITIES:
• Direct and manage various computer-related activities of the I.T. Department
• Maintenance and support of select server hardware\software
• Oversee workstation deployment and support
• Maintain and support audio/visual systems and equipment
• Manage and schedule the use of audio/visual for campus events
• Support and repair campus swipe card access system
• Support and repair campus security camera system
• Design, implement, and support smart classrooms
• Assist in management of helpdesk case assignments

REQUIRED SKILLS AND ABILITIES:
• Proficient in Windows/Mac OSX desktop installation and administration
• Understanding of basic networking (TCP/IP, switching, routing)
• Good written and verbal communication skills
• Shows discernment regarding sensitive, and often confidential, information
• Ability to work with vendors
• Ability to work successfully under tight deadlines
• Ability to maintain a flexible and cheerful attitude
• Ability to multitask
• Ability to contribute and adapt to the goals, objectives, and plans of Rochester College
• Ability to work with supervisors, peer-colleagues and support staff
• Ability to support software users including faculty, staff, and students
• Sound Judgment; Calm under pressure
• Must be willing to work some evenings and weekends
• Supportive of the College mission. Indicators of this support include a demonstrated personal faith in Jesus Christ and being active in a local church.

SEND APPLICATION AND RESUME TO:
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