



GRAYS HARBOR COLLEGE

Job Announcement

Information Technology Specialist – ITS2 Full-time, Permanent

Opens: August 18, 2010

Open until filled,
1st Review: September 7, 2010

****APPLICATION PROCEDURE****

APPLICANTS ARE REQUIRED TO SUBMIT THE FOLLOWING:

1. Letter of application that **addresses how your experience and education qualify you to perform the assigned responsibilities**
2. **Word-processed or typed** [GHC Application](#) (download)*
3. Names of at least 3 references familiar with previous employment experience.

For guaranteed consideration, application must be received by 12:00pm September 3, 2010. This position will remain open until filled. Incomplete applications will not be accepted or considered for interview. All application materials become property of GHC, and will not be returned or photocopied.

PROCESS NOTE:

The candidates selected for interviews will be asked to sign an Authorization to Conduct Reference and Criminal History Background Check.

*We would like to encourage you to submit your entire application packet electronically to pfoshaug@ghc.edu. If you have any questions, please contact Patricia Foshaug at 360-538-4218 or 1-800-562-4830, ext. 4218 or visit our website at <http://www.ghc.edu/hr/employment.htm>

ABOUT THE POSITION

The Information Technology Specialist is a member of the Information Technology team and reports directly to the Chief of Information Technology. In support of information systems and users, performs standard consulting, analyzing, programming, maintenance, installation and/or technical support.

PRIMARY RESPONSIBILITIES

- Apply security updates, application updates, operating system updates and patches, and firmware updates.
- Provides help desk technical support, and/or responds to trouble reports from users and identifies and resolves problems within their control.

HUMAN RESOURCE OFFICE

1620 Edward P. Smith Drive • Aberdeen, WA 98520 • (360) 538-4218 • <http://www.ghc.edu/employment>

- Work with faculty to develop and adapt courses for technology delivered format and in integrating technology into the curriculum, (to include multiple media types).
- Serves as part of a problem solving team addressing more complex issues
- Participate in information technology strategic planning, development, and implementation.
- Communicate with vendors and supervisor on hardware and software developments.

REQUIRED QUALIFICATIONS

- Information technology experience such as analyzing, designing, programming, installing and/or maintaining computer software applications, hardware, or telecommunications or network infrastructure equipment
- Experience with appropriate software, including online course management software, web browsers, web authoring tools, presentation software, HTML/XML, Mac and Windows operating systems, digital video, and standard educational technology and multiple media. The ability to quickly learn new software required.
- Broad knowledge and competence in the application of technology in instruction, including technical knowledge. Ability to envision innovative use of instructional technology in higher education.
- Demonstrated experience consulting with faculty and conducting training. Experience supporting faculty use of an academic LMS.
- Ability to motivate faculty to explore the technology, learn the products and apply them in their instruction.
- Ability to foster cooperative relationships with a diverse academic community.
- Proven ability to exercise effective problem-solving skills.

REQUIRED SKILLS & PERSONAL RESPONSIBILITIES

- Verbal and written communication: Effectively express ideas and information through the spoken and written word using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the reader. Ability to effectively communicate to both technical and non-technical users. Ability to write documents ranging from formal and informal reports, system documentation, and training materials.
- Strong organizational, time management, motivational, and planning skills are required.
- Ability to work well on own is required.
- Ethics/Integrity: Earn the trust, respect, and confidence of coworkers and customers through consistent honesty, forthrightness and professionalism in all interactions.
- Accept personal responsibility for the quality and timeliness of work. Can be relied upon to achieve excellent results with little need for oversight. Effectively handle highly stressful or adverse situations, making good decisions, working calmly and accurately, and helping to calm others.

WORKING CONDITIONS

- Must have the ability to sit for prolonged period of time at a desk/computer workstation.
- Frequent repetitive arm, hand, and finger motions.
- Frequent use of computer and exposure to terminal screen in performing work assignments.
- Work in a semi-open office setting with frequent interruptions.
- Be available for non-scheduled after hours support of hardware and software.
- Be mobile enough to climb under and over desks and equipment to review configurations.
- Will need to carry, lift or move equipment up to 25 lbs and occasionally up to 75 lbs.
- Occasionally kneel, stoop, crouch, crawl, and climb ladders.
- Utilize hand tools and small power tools.

CONDITIONS OF EMPLOYMENT

This is a 12-month per year, 40-hour per week position. The position has a salary range of \$44,712 – \$58,656 per year. Typical work schedule is Monday – Friday but schedule may vary to meet business needs.

Benefits include state retirement, health, dental, and vision package, vacation and sick leave, and employee tuition waivers.

A union shop agreement exists for this position, which requires membership in the Washington Public Employees Association within 30 days of hire.

If an applicant has a physical or mental condition which requires the College to make a reasonable accommodation for the application and screening process, the applicant must notify the Human Resources Office at least three (3) working days prior to the date of the need.

Grays Harbor College is firmly committed to providing an environment that provides fair and equal treatment in public employment and equal access to its programs and services. This shall be provided to all persons without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, or veteran status. In accordance with the Americans with Disabilities Act of 1990, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. TTY-TTD 360-538-4223.

The following persons have been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Services and/or Office of Human Resources, Grays Harbor College, 1620 Edward P. Smith Drive, Aberdeen WA 98520, (360) 532-9020.