

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Associate Information Technology Support Professional

DEPARTMENT: Information Technology

REPORTS TO: Director of Information Technology

SUPERVISES: N/A

FLSA: Exempt X Non-Exempt

DOCUMENT STATUS: New/Date: Revision # 6 Date: 08/29/2023

TRAVEL: Travel to our Rangely Campus and other service locations is a requirement of this position

SALARY: \$55,000.00 - \$60,000.00/year (Salary is commensurate with education and experience)

Excellent benefit package including retirement and health insurance is available.

SICK LEAVE: 10 hours/month **ANNUAL LEAVE:** 15 hours/month

COLLEGE-WIDE X **CAMPUS:** **RANGELY** X **CRAIG**

ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has various unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, National Park Service Academy and the Paleontology Plan of Study. We also offer great opportunities for our students in Nursing, Dental Hygiene and Automotive Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree plans.

GENERAL SUMMARY:

The CNCC Associate Dean of Enrollment Services is responsible for creating a welcoming environment that actively provides an atmosphere for student development that seamlessly allows students to navigate through the academic environment. The Associate Dean of Enrollment Services is directly responsible for the business and management of the Advising & Recruiting Departments in accordance with CNCC policy and procedure. They will manage and oversee the selection, training, and supervision of student learning and advising activities. The Associate Dean of Enrollment Services oversees and leads all student success efforts on both the Rangely and Craig campuses and coordinates activities and initiatives to increase and enhance the overall academic success of CNCC students.

PRIMARY DUTIES

- Reports to the Director/CIO and follows the lead of the System Administrator and Senior IT Professional;
- Ensures continuous delivery of technology services;
- Monitors performance of wired and wireless network systems, server hardware, and equipment;
- Fulfills ordering, business office and related operational documents;

- Documents desktop hardware and network systems processes;
 - Fulfills helpdesk tickets to resolve issues with existing technology systems;
 - Ensures network use meets security protocols;
 - Anticipates and mitigates hardware, network, and software problems;
 - Works with team members to implement software platforms for efficient workflow;
 - Configures network to ensure software and network processes are effective;
 - Rapidly responds to hardware, software, network, and system failures;
 - Rapidly troubleshoots, analyzes, and recommends corrective actions;
- Organizes and works on multiple priorities simultaneously and delivers excellent Customer Service.

ESSENTIAL QUALIFICATIONS

This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:

- 1. Education and Training:** Any combination of education and/or experience that demonstrates a solid understanding of systems administration, server and desktop support, hardware based L2/L3 switching, and advanced software support and use.
- 2. Prior Related Experience:** Experience with a combination of the following:
 - Microsoft and Cisco server-class operating systems, rack server hardware technology, network hardware technology, desktop systems and virtualization environments;
 - Scripting languages: Python, Ruby, Powershell or bash;
 - Linux servers, applications and software: Apache, nginx, LDAP, GIT, GitHub, Debian;
 - Web related applications and software: Wordpress, Joomla, PHP, CSS;
 - Single sign-on (SSO) technologies: CAS, SAML, OpenID;
 - Educational software: Ellucian Banner, Luminis uPortal and LMS;
 - Database administration, design, or reporting: SQL and MySQL.

PREFERRED QUALIFICATIONS

- 1. Education and Training:** Bachelor's Degree in Computer Science or equivalent

APPLICATION INSTRUCTIONS:

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120.

The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Colorado Northwestern Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Jennifer Rea, Associate Director of Campus Life, as its Title IX/EO Coordinator and Brett Caskey, Vice President of Student Services as its ADA/Section 504/Title II with the responsibility to coordinate its civil rights compliance activities and grievance procedures.

If you have any questions regarding Title IX/EO please contact Jennifer Rea, at (970) 675-3229 or jennifer.rea@cnc.edu and for questions regarding ADA/Section 504/Title II please contact Brett Caskey at 970-675-3213 or brett.caskey@cnc.edu. Reasonable accommodations are available. To request a reasonable accommodation, please contact Angela Miller, Executive Director of Human Resources, at 970.675.3235 or angela.miller@cnc.edu.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Title IX/EO Coordinator

Name: Jennifer Rea
Address: 500 Kennedy Drive, Rangely, CO 81648
Phone: 970.675.3229

Deputy Title IX Coordinator

Name: Angela Miller
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3235

Deputy EO Coordinator

Name: Angela Miller
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3235

ADA/Section 504/Title II Coordinator

Name: Brett Caskey
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3213

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely

O = Occasionally

F = Frequently

C = Continually

(less than ½ hour per day)

(1/2 - 2.5 hours per day)

(2.5 - 5.5 hours per day)

(5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting				X		
Stationary Standing				X		
Walking				X		
Ability to be Mobile				X		
Crouching (bend at knees)				X		
Kneeling/Crawling			X			
Stooping (bend at waist)			X			
Twisting (knees/waist/neck)				X		
Turn/Pivot				X		
Climbing			X			
Balancing				X		
Reaching Overhead		X				
Reaching Extension				X		
Manual Dexterity				X		
Pushing/Pulling						
1 - 10 lbs.				X		
11 - 20 lbs.				X		
21 - 35 lbs.			X			
36 - 50 lbs.		X				
51 - 75 lbs.		X				
76 - 100 lbs.		X				
Lifting/Carrying						
1 - 10 lbs.				X		
11 - 20 lbs.				X		
21 - 35 lbs.			X			
36 - 50 lbs.		X				
51 - 75 lbs.		X				
76 - 100 lbs.		X				

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person				X		
Talking on Telephone				X		
Hearing in Person				X		
Hearing on Telephone				X		
Vision for close work				X		
Other Sensory Requirements		X				
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)		X				
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)		X				
Operation of equipment, tools, vehicles			X			
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)			X			
Other environmental requirements:	X					

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____