



MESALANDS COMMUNITY COLLEGE

Position Announcement

POSITION:	Institutional Technology Coordinator
FULL-TIME/PART-TIME	Full Time
FLSA EXEMPT POSITION:	No
POSTED:	01/16/2024
START DATE:	Negotiable
LOCATION:	On campus
SUPERVISOR:	Director of Institutional Technology
DIVISION:	Facilities

Summary:

Mesalands Community College is seeking a full-time Institutional Technology Coordinator. The position requires an experienced IT Coordinator to help maintain the College's information technology systems and networks. They will also include technical and administrative tasks to ensure functionality and efficiency of computer and telecom systems.

The position requires some experience in IT project management and solid technical background with good organizational, teambuilding and analytical abilities.

All employees have competitive salaries, excellent benefits, and potential for growth.

The Institutional Technology Coordinator is accountable for the following duties:

- Install and configure software and hardware, including printers, network cards and so on.
- Develop protocols for the use of IT across departments and projects.
- Support or train personnel responsible for systems and networks and provide advice on the most suitable IT choices.
- Facilitate the interaction between end users and higher-level support.
- Monitor system and network performance and organize maintenance activities (e.g. backups)
- Organize troubleshooting repairs and data restoration.
- Maintain licenses and upgrade schedules.
- Work together with other professionals to maintain standards and functionality.

Qualifications:

Minimum Qualifications: The successful candidate must meet the following criteria:

- Experience working as an IT coordinator or other relevant position.
- Profound experience in network management and help desk support.

- Good practical experience of managing IT systems and applications, troubleshooting and repairing issues.
- Good knowledge of TCP/IP protocols and LAN/WAN configuration.
- Strong communication and interpersonal skills.
- Strong organizational and coordination abilities with close attention to detail.
- A degree in information technology or computer science; additional certification (CompTIA Network+, CompTIA Security+ etc.) will be a bonus.

Preferred Qualifications:

- Preference for candidates who have a bachelor's degree in information technology or computer science or a related field conferred by a regionally-accredited institution.
- Preference to candidates who are bilingual in English and Spanish.

Language skills:

Strong verbal, written, and interpersonal skills a must. Ability to read and interpret texts related to the discipline; documents such as safety rules, operating and maintenance instructions; and procedure manuals. Ability to write required reports and correspondence, and memos. Ability to effectively present information to individuals and groups of students and others from within Mesalands Community College and out in the community.

Mathematical skills:

Ability to perform basic mathematical functions.

Reasoning ability:

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Technology skills: Computer Competency; Capable of applying and maneuvering within various software packages including but not limited to Microsoft Windows, Microsoft Word, Microsoft Outlook, and Internet.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is required to walk, stand, sit; use hands to handle or feel objects, tools, and controls; reach with hands and arms; stoop, kneel, and lift; and talk and hear. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds, depending on the discipline area.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment from low to high. Job performed indoors in a classroom and studio environment with adult students.

About Mesalands Community College:

Mesalands Community College is organizationally active with the American Association of Community Colleges, American Community College Trustees, and several state and local organizations. Mesalands is accredited by The Higher Learning Commission.

Mesalands Community College is in Tucumcari, New Mexico nestled among the beautiful mesas of eastern New Mexico on Interstate 40 between Albuquerque, NM and Amarillo, TX and along historic Route 66. Outdoor opportunities abound with lakes, hiking, and mountains. Historic Tucumcari is a small, rural, affordable town with mid last century accents, top ranked local restaurants, and a small-town friendly charm. Mesalands is a small comprehensive community college where everyone works as a team for student success and access and is a residential institution attracting, not only local students, but students from across the nation and abroad. MCC is home of the North American Wind Training and Research Center. A Paleontology program with private dig sites where students begin excavating and discovering in their first year. The Dinosaur and Natural History Museum provides students a state-of-the-art facility to present their discoveries. World class Silversmithing, Cowboy Arts, and Farrier Sciences provide unique opportunities for training and entrepreneurships. The Fine Arts program hosts the largest teaching foundry in the Southwest and boasts digital, animation, and 3D design. In addition to a range of associate of arts degrees, ideal for transfer, MCC offers numerous occupational/technical associate of applied science degrees in a wide range of areas. Mesalands is a member of the NJCCA Athletic Conference for golf and cross country and NJCCAE for eSports. MCC is the proud home of a nationally-ranked rodeo team. MCC is a Hispanic Serving and Rural Serving Institution.

Closing Date:

The position is open until filled with first review of applications will begin immediately.

To Apply:

Applicants must submit: 1) a cover letter; 2) a resume; 3) a completed Mesalands Community College Employment Application; 4) unofficial copies of college transcripts, and 5) A sample portfolio in color of original work. References and former employers will be contacted. Applicants will be notified if selected for an interview. Search may be extended if additional candidates are needed.

Mailed or fax applications will not be accepted. Use the following link to complete the Mesalands Community College Employment Application and attach required documents.

<https://www.mesalands.edu/faculty-and-staff/employment/>

Non-Discrimination Statement:

Mesalands Community College (MCC) is committed to creating and sustaining a community that celebrates individual differences and diversity. We are dedicated to improving access to equal opportunities to all persons. MCC is dedicated to eliminating discrimination and prohibits discrimination against any person based upon their race, age, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, pregnancy, childbirth, condition related to pregnancy or childbirth, physical or mental disability, serious medical condition, or veteran status in violation of the law, in its educational programs, activities or employment