



MESALANDS COMMUNITY COLLEGE

Position Announcement

POSITION: Information Technology Coordinator
FULL-TIME/PART-TIME Full Time
FLSA EXEMPT POSITION: Yes
POSTED: 08/23/2022
START DATE: Negotiable
LOCATION: On campus
SUPERVISOR: Chief Information Officer / Executive Director of Information Technology

Summary:

Mesalands Community College is seeking a full-time Information Technology Coordinator. The Information Technology Coordinator is matched with Mesalands where they will play a vital role in ensuring that technology is effectively aligned and leveraged to support the institution's mission, vision, and values. The Information Technology Coordinator is accountable to the Chief Information Officer / Executive Director of Information Technology in providing direct management, administration, and support of Mesalands information technology systems and applications. The Information Technology Coordinator must be technically competent to partner with other members of the technical team and align their efforts such that the team delivers coordinated, effective, efficient IT services to the organization. The Information Technology Coordinator will need to develop and maintain ongoing professional relationships with the operational staff such that there is trust and alignment between the IT function and the rest of the organization. This position is expected to work in a multicultural, diverse working environment. The Information Technology Coordinator must be able to keep up with the changing higher educational landscape and its challenges on a day-to-day basis as well as keep up on current and emerging technologies.

Employees have competitive salaries, excellent benefits, and potential for growth.

Qualifications:

The successful candidate should have at least three (3) years of professional experience in at least three of the following areas:

- Microsoft Active Directory administration;
- Microsoft Windows Server administration;
- Microsoft Windows 10 and 11 administration;
- Powershell scripting;

- PHP and Bash scripting;
- Microsoft SQL Server administration and scripting;
- Ubuntu Linux administration;
- Jenzabar ERP and SIS application administration;
- Moodle LMS application administration;
- SonicWall router and firewall administration;
- Helpdesk work and administration; and
- Cisco and Ubiquiti networking design and administration.
- Commits to the philosophy of a comprehensive community college.
- Commits to professional growth. which includes seeking ongoing training in diversity, equity and inclusion to better serve students and community college leadership and best practices.
- Serves as a key leader for implementation of student success initiatives and interventions and a driver of success and access across the organizational matrix including the integration of multi-faceted Guided Pathways components college-wide

Experience specific to the following areas is also highly desired:

- Workday ERP and SIS application administration;
- Canvas LMS application administration; and
- IT team leadership.

Language skills:

Strong verbal, written, and interpersonal skills are 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 varies from low to high. Job performed indoors in a classroom and studio environment with adult students.

About Mesalands Community College:

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. MCC is ranked in the top 2.9% of all community colleges in the US, 11th most affordable community college in the US, and 2nd best community college in New Mexico. Historic Tucumcari is a small, 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, the Center for Innovation for Renewable Energy (wind, solar, and stored energy), the wind energy training program is ranked in the top 3 in the nation, the agricultural programs are ranked in the top 10 in the nation, a vibrant paleontology program hosts the Mesalands Dinosaur Museum of finds from local digs. 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 including cowboy arts, silversmithing, agribusiness, Farrier, and ranch sciences embrace the southwestern culture. MCC is home of nationally ranked athletics in both golf and rodeo. MCC is a proud Hispanic Serving and Rural Serving Institution, a member of Excelencia in Education, Hispanic Association of Colleges and Universities, and a leader in student success and access through guided pathways.

Closing Date:

The position is open until filled with the first review of applications to begin August 23, 2022.

To Apply:

Applicants must submit: 1) a resume; and 2) a completed Mesalands Community College Employment Application. 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