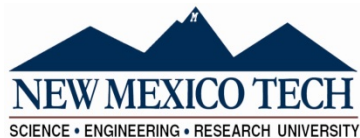


Posted: August 23, 2021



POSITION ANNOUNCEMENT

TITLE: IT SYSTEMS ANALYST/NETWORK/COMPUTER SUPPORT SPECIALIST **DEPT:** EMRTC

REG **TEMP** **FULL TIME** **PART TIME**

STARTING RATE or SALARY RANGE: \$43,000- \$48,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: September 1, 2021* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Analyze user requirements, procedures and problems to implement and improve computer systems. Provide technical support services for hardware, software and network problems. Network and Active Directory maintenance. Assist Systems Administrator as needed. Create application documentation. Work on computer related contracts as needed.

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. Formal diploma/certificate/degree program of 6-18 months after High School, Area of study: CompTIA A+ IT Technician (or equivalent in education/experience). Bachelor's degree, Area of study: Computer Science or IT (or equivalent experience). Computer hardware troubleshooting and maintenance required. Window problem solving required. Windows Operating System administration required. Networking experience, switches, routers, wireless AP's required. PHP/ ASP/ SQL/ HTML/ XML/ CSS desired. Must be able to obtain a security clearance. Must have a valid Driver's License and ability to pass the Defensive Driving Course.