Posted: September 30, 2024

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY
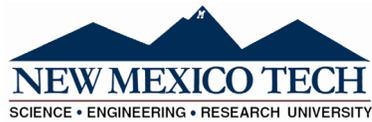
POSITION ANNOUNCEMENT

TITLE: COMPUTER SERVICES SUPERVISOR   **DEPT:** ITC

REG ☑   **TEMP** ☐   **FULL TIME** ☑   **PART TIME** ☐

STARTING RATE or SALARY RANGE $60,320 - $68,475

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: October 9, 2024* 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 SUMMARY:

Supervises and performs the installation, troubleshooting and repair of computers and related hardware, including virtual and physical labs. Provides and supervises help desk services, assisting users in the resolution of PC and PC related issues. Assists with Active Directory, systems automation, and maintenance.

JOBS FUNCTIONS:

Install, troubleshoot, and repair computing devices, including virtual and physical labs
Help desk and end user support
Scripting and automation (Active Directory, GPO, S/W packages, etc.)
Active Directory support
Supervise full-time staff and student technicians

REQUIRED QUALIFICATIONS:

Associate's degree or completion of program 18+ months after high school in CS, IT or related discipline☐May substitute 2 years of applicable experience. Experience in the installation, troubleshooting and repair of computational equipment in an educational or enterprise environment. Extensive knowledge of Microsoft Windows 10 and/or above and its use in an educational or enterprise environment. Knowledge of Active Directory. Experience with Unix/Linux/MacOS. Two years experience in the installation & maintenance of Windows Servers .

DESIRED QUALIFICATIONS:

Bachelor's Degree in CS, IT or related discipline. Knowledge of Active Directory fundamentals and/or GPOs. PowerShell and Bash shell scripting. Knowledge of DevOps. Knowledge of networking and network equipment in an educational or enterprise environment, including simple configuration of devices. Knowledge of configuring and managing printing in an educational or enterprise environment.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	F
30 - 50 pounds	F
50 - 100 pounds	O
100 + pounds	S

PHYSICAL DEMANDS:

Standing 25%	Sitting 25%	Walking 25%	Pulling 4%
Pushing 4%	Lifting 8%	Stooping 5%	Kneeling 3%
Crawling 4%	Climbing 4%	Reaching 2%	Other

Apply to: nmtjobapps@npe.nmt.edu