



Assistant Information Technology Job Description (Non-Exempt)

I. SUMMARY

The Assistant Information Technology Coordinator works closely with the COO in helping to ensure adherence to company policy and state regulations within the entire organization. The Assistant Information Technology Coordinator is also responsible for assisting with the College's service programs. S/he represents the College with other organizations, agencies, vendors, and contractors. The Assistant Information Technology Coordinator may be required to work after hours.

II. EDUCATION AND EXPERIENCE

Education:

High School diploma; some course work at an accredited college/university or business school is preferred

Experience:

At least three (3) to five (5) years' experience in familiarity with information systems and data management preferred

III. WORKING CONDITIONS

Physical/Mental Conditions:

Prolonged sitting required, but may be required to do some walking, standing, bending, and lifting; ability to work under stressful conditions to meet deadlines and make quick, accurate decisions; also maintain flexibility in doing required tasks, as well as handle stressful situations in a calm and courteous manner at all times.

Environmental/Working Conditions:

Will perform duties in an office environment during hours of operation. Ability to work flexible schedule; some local travel as necessary.

Transportation:

Must have reliable transportation; valid driver's license and current auto liability insurance.

IV. QUALIFICATIONS

Ability to:

- Maintain confidentiality of information obtained during the course of employment.
- Understand and follow oral and written instructions.

- Establish and maintain effective working relationships with those contacted in the course of employment.
- Work independently with minimal supervision.
- Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities.
- Effectively communicates clearly and concisely, both orally and in writing.
- Demonstrate strong teamwork & interpersonal skills, determination, professionalism, and confidence.
- Demonstrate leadership attributes, such as the ability to organize and coordinate work efficiently, set priorities, and motivate others.
- Demonstrate proficiency of and utilize computers, modern software and office equipment.
- Demonstrate competency to deal effectively with job demands.
- Demonstrate good organizational and time management skills.
- Effectively handle stressful situations in a calm and courteous manner at all times.

V. ESSENTIAL FUNCTION STATEMENT

Essential responsibilities and duties may include, but are not limited to the following:

Essential Job Duties:

- Helps new employees in the areas of computer software, hardware, and office equipment.
- As systems Administrator, responsible for assigning all computer passwords and updates.
- Works closely with IT vendor to ensure proper function of networks and computer hardware systems.
- Assess the College's need for office equipment and machinery, as well as ensuring the possessed equipment is in good working order.
- Ensures that all newly hired staff members computers and systems are operational in a timely manner according to the required level of access to perform job functions.
- Represents the college with other organizations.
- Performs other duties as assigned by the CEO/COO

VI. KEY COMPETENCIES

- **Job Knowledge**
- **Problem Solving/Decision Making Skills**
- **Organization, Planning and Control Skills**
- **Flexibility/Adaptability**
- **Leadership Skills**
- **Interpersonal Skills/ Teamwork**
- **Communications Skills (Oral and Written)**
- **Resource Management**

VII. STATEMENT OF UNDERSTANDING & CONFIDENTIALITY

I have read the above job description and essential functions. I understand and agree to carry out these responsibilities as assigned. I understand and acknowledge that nothing contained in this job description may be construed as limiting the employer's right to discipline or terminate my employment at any time for failure to perform satisfactorily.

I also understand and acknowledge that as an employee, I am expected to maintain confidentiality of any information I may receive during the course of my employment. I agree

to not divulge any information to an unauthorized person and said information shall remain confidential at all times during and after my employment.

I understand any breach of confidentiality could result in immediate termination of employment.