

Job Description

Technology Coordinator

Title: Technology Coordinator

Term: July 1 – June 30 of the following year

Salary:

Skills/Knowledge:

- Bachelor's degree preferred
- Excellent written and verbal communication skills
- Strong customer service skills
- Strong organizational skills
- Strong computer skills
- Detail oriented, able to multi-task and work collaboratively

Major Responsibilities: include but are not limited to:

1. Troubleshoot minor problems with the network.
2. Set up and install new computers and printers as needed
3. Install software on computers as needed
4. Routine maintenance including, but not limited to:
 - a. Blow out/vacuum computer case and peripherals as needed
 - b. Clean computer/peripheral surfaces as needed
 - c. Defragment file system on all hard drives
 - d. Check for proper installation/current updates of antivirus & anti-spyware on all computers
 - e. Check system performance/percentages (make recommendations or adjustments if necessary)
 - f. Check for Window Critical updates (if online)
 - g. Install additional software (adobe acrobat, etc.)
5. Work with computer company when problems arise that need additional support
6. Secure quotes for technology needs as requested
7. Order equipment as requested
8. Set up new employees on network
9. Track technology inventory
10. Train new employees on our computer system
11. Submit report to Technology committee for monthly Advisory Council meeting