

University of Arkansas at Monticello  
College of Technology - Crossett  
**Information Technology Coordinator**

The University of Arkansas at Monticello College of Technology-Crossett (UAM-CTC) ([www.uamont.edu](http://www.uamont.edu)) is seeking applicants for the position of Information Technology Coordinator under the direct supervision of the Vice Chancellor.

**Responsibilities:** Includes providing advice and coordination to the Vice Chancellor on all information technology issues; establishing an Information Technology (IT) plan for the campus which includes standards, policies, and procedures in balance with the IT initiatives of UAM; coordinating the IT activities of UAM-CTC with the UAM campus and other collaborating agencies; serving as a member of the UAM Information Technology Committee; managing, communicating, and overseeing, to include the installation of any necessary equipment or cabling, IT projects and activities for the campus; developing an ongoing method to assess user requirements and satisfaction with IT solutions; investigating IT complaints and problems and recommending appropriate actions; providing technical support to staff and faculty for issues relating to technology, both hardware and software; monitoring and maintaining a log of repair services for equipment; supervising assigned internship and work study students; overseeing and updating the UAM-CTC website; maintaining servers and implementing backup plans for the campus; serving as LAN administrator and system support; coordinating and maintaining internal electronic communications systems on campus; attending training workshops, seminars, and/or classes for new technology; providing assistance for faculty and staff for software and hardware problems; researching emerging technology for implementation in the classroom and/or the administrative offices; providing technical training for faculty and staff as needed; providing guidance for the development of new classes to be offered and teach non-credit classes as assigned; processing and purchasing all information technology equipment for the campus; maintaining inventory of all information technology equipment; and other duties as assigned.

**Qualifications:** A baccalaureate degree in the field of technology with two years related experience is preferred, or the combined technical education and experience equivalency. Must have demonstrated strong written and oral communication skills. Knowledge of Dell KACE Systems Management Server and management of Cisco LAN equipment preferred. Cisco CCNA certification a plus. Must be willing to obtain identified certifications as deemed necessary.

**Salary:** Commensurate with qualifications and experience including excellent fringe benefits.

**Application Process:** Send a letter of application as well as a completed Employment Application (<http://uam-web2.uamont.edu/pdfs/FinAdmin/EmploymentApplication.pdf>), vita, copy of transcripts, and names, addresses, telephone numbers and email addresses of three professional references (off-list references may be checked) to: Ms. Linda Rushing, Vice Chancellor, UAM College of Technology-Crossett, 1326 Hwy 52 W., Crossett, AR 71635, Phone (870)460-2001, Fax (870) 364-5707 or email [RushingL@uamont.edu](mailto:RushingL@uamont.edu).

Review of applications will begin immediately and continue until position is filled. UAM is an Affirmative Action/ Equal Opportunity Employer and is subject to FOI requests.



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For complete details visit us on line at

<http://www.uamont.edu/pages/resources/jobs>

or contact Ms. Linda Rushing at

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Telephone: 870-460-2001

Fax: 870-364-5707 or email

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