



JOB TITLE: Information Technology Support

REPORTS TO: Director of Information Systems & Title III Project Director

DEPARTMENT: Academics

START DATE: Immediately

CLASSIFICATION: Full-Time Staff

General Function: Support Information Technology systems at Andrew College and enhance the campus community.

Duties and Responsibilities:

- Assist in maintaining Andrew College's WiFi Network & student access to the network, maintaining the 1GB Network and security system, help in maintaining servers for online learning and upgrading and maintaining all other IT hardware on campus.
- Manage online/cloud-based students support and tracking systems to which AC subscribes.
- Provide training to staff, faculty and students in using these online services.
- Maintain equipment records for reporting to Title III.
- Report weekly to Title III Coordinator concerning objectives, expenditures, equipment, and project performance.
- Comply with College, State, and Federal policies and procedures.
- Other duties may be assigned.

Minimum Requirements: Degree in Information Technology (IT) Systems, IT Systems Support and Certifications. Previous IT support service at educational institutions, preferably a college, experience expanding and managing wireless networks, security systems, and online learning servers. Experience providing support and training to staff and faculty. Must be authorized for unrestricted employment in the United States indefinitely with no immigration sponsorship needed.

Working Conditions:

Office environment with minimum 25 pounds lifting required.

Applicants should complete the Quick Application located on Andrew College website for the desired position along with submitting a cover letter, resume, unofficial transcript(s) & three references with telephone numbers to:
<https://www.andrewcollege.edu/employment-opportunities/> or to Jennifer Mitchell, Director of Human Resources
hr@andrewcollege.edu

The review process will begin immediately and will continue until the position is filled.

Andrew College—the United Methodist beacon of educational, spiritual, and cultural uplift to Southwest Georgia since 1854—prepares students for lives of servant leadership and purpose through higher education that is relevant to its region and beyond.

Andrew College does not discriminate on the basis of race, color, religion, gender, age, creed, national origin, or disability in its employment policies.