

Southwest Technology Center  
Altus, Oklahoma 73521

**Position Description:** Assistant to Director of Technology

**Position:** Part Time

**Pay:** \$12.00 per hour

**Length of Employment:** Termination may occur at the decision of the superintendent.

**Work Hours:** To be scheduled according to the needs as determined by the Director of Technology. Hours are expected not to exceed 25 hours per week. Weekly schedule changes should be known a week in advance. Most legal holidays are observed.

**Duties and Responsibilities:**

In general, the assistant will be expected work closely with the Director of Technology and to cover the technology needs in times of the director's absence from campus.

Perform data backups according to established schedules.

Locate, setup, and test all equipment needed as well as assisting with all needs well in advance of any event's start time.

Turn on equipment; connect; monitor; and manage videoconferences and webinars

Install application software once approved by Director of Technology. Perform hardware and software updates, and upgrades as directed or scheduled. Troubleshoot and perform computer repairs as directed or as needed..

The above list is an example and is not meant to be exclusive. These duties and responsibilities may change and other related duties may be assigned as needed.

**Physical Requirements:** Must be able to sit or stand for long periods throughout the workday. Walking, bending, twisting, climbing, and reaching out are essential to job duties. Occasionally employee will have to be able to get behind, or under objects which might require crawling for some distance or being on your hands and knees for a period of time.

Coordinated movements of fingers/hands or feet and simple movements of feet/legs and torso are all part of the duties. Medium work, with occasional lifting/carrying of objects with weights of more than twenty pounds will be part of responsibilities. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

Conversational skills of hearing and speaking necessary in troubleshooting problems with users and other technicians are necessary.

**Other Requirements:** The employee is expected to observe all policies and procedures of Southwest Technology Center. Confidentiality, trustworthiness, dependability, honesty, and functioning with a high degree of integrity are requirements of anyone in this position. The assistant must keep the Director aware of any observed problem, potential problem, or concern. Asking questions and seeking advice are considered attributes in the field of technology, with those inquiries going first to the Director of Technology. Effective communication skills (written and verbal) are necessary in relating to vendors, service contractors and vendors, other technicians, faculty and staff.

**Required Credentials/Certifications/Education:** High school diploma or GED. An evidenced capacity, eagerness, and willingness to learn is a requirement.

**Further Training/Education:** the perpetual changes in technology require that any successful employee stay abreast of the updates, changes, and new technology affecting the information and communication systems of Southwest Technology Center and the services we provide.