



POSITION ANNOUNCEMENT

DATE: May 1, 2017

POSITION TITLE: Information Systems Specialist I – KVCC Harold Alfond Campus/Fairfield Campus

WORK SCHEDULE: Monday-Friday, 7:30 am – 4:00 pm

INSTITUTION: Kennebec Valley Community College (KVCC) is a 2-year comprehensive community college in the center of Maine serving approximately 2400 students from Somerset, Kennebec, and Knox counties and well beyond. In 2014, KVCC expanded its Fairfield-based operation to include a new 600-acre Harold Alfond Campus in Hinckley, Maine. Over the past three years, KVCC has invested nearly \$30 million in college programs, infrastructure, and buildings including construction of the new KVCC Center for Science and Agricultural Education, the 120-acre organic farm at KVCC (including education facility, vegetable processing center, equipment, implements, systems, soils, livestock, greenhouses, shelters, fields), a new state-of-the-art culinary arts facility and demonstration kitchen, the largest carpentry lab in the northeast, an indoor electrical lineworker training facility, two medical simulation labs, an early childhood outdoor family education lab, a CNC machine tool lab, a welding lab, and many other important updates including a vast overhaul of IT equipment, software, and computers. KVCC's new Alfond Campus and the revitalized Fairfield campus offer an unparalleled environment for inspiring new academic energy and innovative thinking. KVCC is a collegial environment emphasizing student success and respect for employees, students, and the community.

SALARY: Salary and benefits commensurate with the Agreement between the Maine Community College System and the MSEA Support Services Bargaining Unit, Range 15, Salary Range (\$15.37 - \$17.30) Benefits include: Retirement in the Maine Public Employees Retirement System (MainePERS) - in lieu of Social Security; full employee health/dental insurance and approximately 60% of cost for dependent coverage; life insurance paid by the MCCS; Vacation 12 days/year; Sick 12 days/year; and 12 paid holidays.

QUALIFICATIONS: Associates Degree in Computer Information System or similar discipline; two (2) years of experience in a computer related field. Experience in customer service and/or help desk operations is required. Experience with WebCT / Blackboard is desired.

RESPONSIBILITIES: Perform help desk duties including phone, remote and in-person support of academic and institutional information systems. Position will be responsible for utilizing and keeping the help desk ticketing system up-to-date and accurate. Work with other department employees to install, configure and repair hardware and software for network as well as conducting workshops and demonstrations to train, upgrade and/or introduce appropriate skills. Assist in performing backups and file maintenance to ensure integrity and availability of user data and other duties as assigned. Primary location of the position is at KVCC's Harold Alfond Campus, but there will also be work completed on the Fairfield campus.

APPLICATION PROCEDURE: Initial review of applications will begin immediately and will continue until the position is filled. Submit the following: cover letter, resume, **official** transcript of highest degree earned, and the KVCC Application for Employment (visit: <http://www.kvcc.me.edu/employment> and download form) to:

mbrennan@kvcc.me.edu
Monica L. Brennan
Executive Assistant to the President

*Kennebec Valley Community College is an equal opportunity affirmative action institution and employer.
For more information, please contact the Affirmative Action Officer at 453-5000.*

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