

<b>Job Title:</b>	<b>IT Coordinator</b>	<b>Job Number:</b>	<b>FINOPS-0008</b>
<b>Department:</b>	<b>Finance and Operation - IT</b>	<b>Job Grade:</b>	<b>30</b>
<b>Reports To:</b>	<b>Director of Information Technology</b>	<b>FLSA Status:</b>	<b>Non-Exempt Part-Time</b>

**Job Purpose and Objectives:**

This position is part-time, 18 hours per week. The IT Coordinator is responsible for supporting all computing and networking systems, including maintenance and repair, for Labette Community College.

**Supervisory/Management Responsibilities:**

☐ Yes ☒ No This position is responsible for the supervision/leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

**Job Competencies: Essential Functions** include the following. Duties and responsibilities, as required by business necessity may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Schedule and shift assignments and work location may be changed at any time, as required by business necessity.

1. Maintains and supports all institutional computers
2. Develops documentation for detailed office procedures in regard to using the college's computer equipment and software
3. Works with appropriate vendors to correct any hardware and software problems
4. Maintains new computer hardware and software for faculty and students
5. Delivers computer supplies to users and implements goals in the computer area of responsibility
6. Assists with instructional technology
7. Ability to setup and maintain SANS and other backup devices on both servers and workstations
8. Provides support on the School Messenger call system and the emergency intercom system
9. Maintains and supports the Avaya IP Phone Manager system, the TAPIt Reporting software
10. Ability to set up new phones and run reports as necessary
11. Responsible for maintaining computer rotation schedule
12. Update and Maintain the Simulation Hospital Center
13. Provides faculty and student support on all aspects of the Redzone, Canvas, and all additional applications
14. Provides support and assistance to faculty and staff while meeting accessibility standards
15. Maintains a retention plan for current and new student email addresses and assists students with any email issues
16. Occasional weekend and evening hours may be required
17. Enforces and maintains compliance with all federal, state and local laws and ordinances
18. Performs other duties as assigned or deemed necessary
19. Complies with all organizational and departmental policies and procedures
20. Operates all job-related equipment, machinery, tools and other aids as required or needed
21. Protects and maintains any confidential information you have access to, whether oral, written, or electronic

**Position Requirements and Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Position Requirements:**

1. Associate's degree in data processing or equivalent work experience
2. Bachelor's degree preferred
3. Two years of experience with computer hardware, software and networking systems in education and administrative environments

**Certifications / Licenses:**

1. None

**Skills/Knowledge/Abilities:**

1. Knowledge of Windows operating systems and Server Technologies
2. Good communication and organization skills
3. Ability to utilize microcomputer hardware, networking, data communications and sharing of peripheral equipment
4. Basic knowledge of all computer programs including MS Office Products
5. Excellent time management skills and ability to multi-task and prioritize work

6. Ability to fulfill all duties with minimal supervision and to work independently
7. Assess situations rapidly and make logical decisions in a timely manner
8. Analyze facts and exercise sound judgment
9. Ability to effectively manage projects and multiple priorities simultaneously
10. Strong written and verbal communication skills
11. Problem solving and critical thinking skills
12. Strong math, spelling, computer, and calculator abilities
13. Ability to communicate in a professional, calm and courteous manner with the general public and employees
14. Attention to detail

**Work Environment and Physical Demands:** The work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Must be able to perform the essential functions of the job, with or without accommodation.
- Must be able to work in a multi-tasked, high-volume environment.
- Daily attendance is required, schedules may fluctuate to accommodate needs, deadlines and delivery of services. Attendance is required at position and college meetings and trainings, some of which may be out of the primary work area.
- Frequent periods of sitting, standing, walking, and carrying items will be required.
- Average use of computer, phones, and other position related technology required per position.
- Office located on \_\_\_\_ 1st \_\_\_\_ floor of building. Office with \_\_\_\_ 4 \_\_\_\_ # windows.
- Ability to use ladders, lift equipment up to 50 lbs, walk, climb, stoop and bend. Be able to work at varying heights inside and outside of a building on seldom occasions. Ability to go into confined spaces on seldom occasions for specific tasks.
- Ability to travel to other college locations as needed.

Confidential and/or sensitive information, if any, is accessible by an employee to perform the duties of the job:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Employee Information           | <input type="checkbox"/> Managerial Information   |
| <input checked="" type="checkbox"/> Organizational Information     | <input type="checkbox"/> Professional Information |
| <input checked="" type="checkbox"/> Customer / Contact Information | <input type="checkbox"/> Other:                   |

Personal contacts an employee makes with others (face-to-face and telephone) to perform the duties of the job:

- ☒ Within the immediate organization, department, office, project, or work unit, and in related or support units; and/or with members of the public in very highly structured situations
- ☒ With employees in the same organization, but outside the immediate department or division and/or with members of the public, as individuals or groups, in a moderately structured setting
- ☒ With individuals or groups from outside the organization in a moderately unstructured setting. The contacts are not established on a routine basis; the purpose and extent of each contact is different
- ☐ With high-ranking officials from outside the organization at national or international levels in highly unstructured settings

**Acknowledgement:**

*This job description was reviewed with me and I understand that nothing in this job description restricts The Organization's right to assign, reassign or eliminate duties and responsibilities to this job at any time This job description reflects The Organization's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions This job description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work I agree and acknowledge that my employment is "at will" and can be terminated, with or without cause or notice, at any time by The Organization or myself*

---

Employee Name (Print)

---

Signature

---

Date

---

Supervisor / Department Director (Print)

---

Signature

---

Date

Revision History			
Revision #	Revision Author	Date	Description of Revision(s)
00	Hayley Howe - TAG	04/01/2024	Formatted and finalized from previous JD and job analysis questionnaire/process
01			
02			
03			