



## POSITION ANNOUNCEMENT

### INFORMATION TECHNOLOGY SUPPORT ASSOCIATE {PART-TIME}

**The Tennessee College of Applied Technology Nashville is accepting applications for a part-time IT Support Associate for the Information Technology Coordinator.**

**MINIMUM QUALIFICATIONS:** Must possess a High School diploma or GED. Preferred current and relevant certifications such as A+, Network+, Security+, Microsoft and familiarized with Cisco. A minimum of three years of successful work experience in networking and management information fields. Documented experience with hands-on technical background in computer repair, replacement, networking and cabling, Documented expertise of windows Server 2008-2016, Windows 7 & 10, Office 365, Visual Basic, SQL and HTML, Web Coding and Web Design, Demonstrated knowledge and/or experience in Information Technology Security and Policies. Work schedule is Monday – Friday, with a maximum total of 28 hours.

#### **Minimum Requirements:**

- Must have thorough knowledge of Inventory Management processes and principles.
- Considerable working knowledge of DNS, DHCP, TCP/IP, WAN and LAN technologies;
- Knowledge of SQL and HTML;
- Thorough knowledge and application of Cyber Laws, Policies and Procedures;
- Knowledge of Spiceworks help desk software.

**GENERAL DUTIES:** With the collaboration of the Information Technology Coordinator, the Support Associate will maintain and service 250+ workstations, 130+ laptops, 20 servers, network printers, 50 Chromebooks, 80+ school cell phones, campus email accounts, campus security cameras/DVR's, and campus phone system at the main campus and at off-campus locations.

**SALARY:** Salary is commensurate with experience, education, qualifications and TCAT Nashville guidelines.

**APPLICATION DEADLINE:** Screening of applicants will begin immediately and continue until position is filled. Position start date is July 8, 2019.

**APPLICATION PROCEDURE:** Interested individuals should submit a cover letter, résumé and TCATN Application to:

Tennessee College of Applied Technology Nashville  
ATTN: Human Resources  
100 White Bridge Road  
Nashville, Tennessee 37209  
Fax: 615-741-8504  
Email: Sandra.glavin@tcatnashville.edu

TCAT Nashville Application can be found on TCATN's website: <http://www.tcatnashville.edu/tcat-nashville-employment-opportunities>