

POSTING DATED: Effective Immediately

STAFF POSITION: Computer Center Assistant

DIVISION/OFFICE: Information Technology/Office of the President

JOB DUTIES: This is a support position for the Computer Center and the Information Technology department. Assist the Network Administrator and Director of Information Technology. Provides software applications assistance to the campus community. Serves as the “help desk” to assist users by telephone and direct users to submit an electronic work order. Maintain and secure a list of access codes for all administrative and network systems used. Assist with performing updates and daily backup of servers. Assist with the procurement of printing and computer supplies and equipment. Knowledge and experience with Microsoft Office 2013 and higher, website applications, and basic networks. Assists with virus protection monitoring and cleanup. Assists with the installation and updating of software on all computers for faculty, staff, and student usage. Candidate should possess effective oral and written communication skills, be detailed oriented, and possess the ability to work as a team member. Prior work in a higher education institution is a plus.

QUALIFICATIONS: A bachelor’s degree in a computer technology field with one year of experience or an associate degree in a computer technology field with three years of experience from an accredited institution is required.

APPLICATION PROCEDURE: **Submit a letter of application, personal resume, three letters of recommendation and academic transcripts to: Director of Human Resources, Morris College, 100 W. College St., Sumter, SC 29150-3599 or alawson@morris.edu. Morris College is an Equal Opportunity/Affirmative Action employer.**

[Download and print the Application form.](#)

EEO STATEMENT: Morris College is an Affirmative Action, Equal Opportunity Employer and does not discriminate against any individual or group based on gender, sexual orientation, gender identity or expression, age, race, color, religion, national origin, veteran status, genetic information, or disability.