



## VACANCY ANNOUNCEMENT

VA#: 2020-001  
Open: 02/24/2020  
Close: Until Filled

Position: Computer Technician

Salary : \$13,081.00 to \$23,230.00 per annum  
(Depending on qualifications)

Location: Computer Services Office

Examples of Duties:

- Responsible for the technical aspects of the computer systems as they relate to security, access, operating system, software features, connectivity issues, resolving problems pertaining to each workstations on the campus.
- Work with the Technology Resources Committee as well as the Director of Computer and Data Processing, System Analyst in resolving issues and/or requests put forth by college personnel.
- Perform system backups, applying software upgrades as warranted and verifying the VIRUS free environment of the network and connected workstations.
- Respond to the needs and questions of network users concerning their access to resources on the network and the accessibility of various software programs.
- Identify and resolve any hardware problems in a timely and responsive manner.
- Maintain logbook for errors and services performed for each workstations.
- Insure that the Technology Plan policy is followed as well as providing input for the revision thereof as technology changes.
- Performs other job-related duties as assigned.

Minimum Qualification Requirements:

A Bachelor Degree in Computer Science, Data Processing, Information Systems or related field or an Associate of Science Degree plus a minimum of one year work experience in computer system maintenance and operations.

General Information:

Application forms can be obtained from Human Resources Division at the above address or at our website: [www.palau.edu](http://www.palau.edu). Send completed application with official transcripts, resume, and verification of previous employment(s), if any, to same address. For further information, call the number above or come in and see us.

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