Position Title: Technology Coordinator  
Reports to: Job Center Director

Department: Community Technology Center  
FLSA Status: Non Exempt

Classification: Regular Full Time  
Benefit Eligible: Yes, Full Time Benefits

SOC Code:  
Last Updated: 3/13/2015

Home Campus: Keshena Campus  
Posting Status: 1st Posting

Grant Funded: Fully Grant Funded  
Application Deadline: 05/07/15 at 4:00 P.M.

Position Summary: The Technology Coordinator for all shifts, including weekends, is responsible for assisting staff, faculty, students and community members for support of College of Menominee Nation’s Community Technology Center instructional technology resources including computer labs, wireless laptop carts, ITV classrooms, multi-media technology carts, PCs, MACs, end users, and network peripherals such as printers, fax machines, and copy machines. The Coordinator collaborates with the Job Center Director to provide comprehensive service to Job Center customers and develop and maintain effective services to the employer community. The Technology Coordinator will assist one-on-one and small groups in various computer applications as well as use a variety of media skills, including computer graphics, multiple operating systems, presentation graphics, digital, audio, video recording, multimedia authoring, and storyboarding.

Position Responsibilities & Duties:

- provide primary Help Desk support and assistance to the Community Technology Center (CTC) and Menominee Job Center for staff, faculty, students and community members with IT and Job Center needs at all times.
- Responsible for monitoring the CTC and Job Center including opening and closing in the evenings and on the weekends.
- Coordinate CTC and Job Center activities including assessments, computer career assistance guidance and other activities as developed.
- Develop and deliver one-on-one and small group computer related assistance, including software and hardware.
- Work cooperatively and communicate with instructors, staff, and other personnel.
- Maintain and manage computer labs, wireless laptop carts and multimedia instructional technology setups.
- Maintain, upgrade and install or reinstall software and hardware as directed.
- Maintain accurate records and logs of center usage as well as departmental equipment inventory, software inventory and licensing, toner stock etc.
- Identify and assist with special needs of applicants.
- Ensure that all customers are introduced to the CTC and Job Center in a logical, easy to understand manner.
- Provide comprehensive customer service by
  - Interviewing customers/clients to identify needs and services,
  - Assessing skills, assisting in completing applications, resumes and employment correspondence,
  - Assisting job seekers in searching for appropriate employment,
  - Explaining resource materials (Books, videos, Teknimedia, Typing Web, Job Center, MindPlay, ModuMath, KeyTrain, WisCareers, etc.)
- Track core services and tally monthly usage.
- Perform other duties assigned by supervisor.

Template Last Revised 9/1/2014
Minimum 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.

- Possess a minimum of an Associate’s Degree in computer science, microcomputer specialist or related field with 3 years related work experience.
- Have experience and a good working knowledge of Windows operating system, PCs & MACS, Microsoft Office applications, printers, networks, software, scanners, and other peripheral devices.
- Be able to stand, lift, climb, and carry heavy objects up to 50 pounds.
- Possess excellent oral and written communication skills.
- Must have a good work history.
- Must pass a background check.
- Applicants must successfully complete a pre-interview skills test.
- Must be able to work both days and nights, including weekends.
- Must be able to work independently, have strong customer service skills, and possess excellent interpersonal and organizational skills.

Desired Qualification:
- Bachelors Degree in computer science or information technology.

Reporting to this Position:

Physical Demands & Work Environment:
Physical demands are classified as Light -lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds, with frequent walking, standing or sitting most of the time with some pushing and pulling of arm or leg controls.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Performs clerical office Functions - Frequently

-Exposure to office/class room environment - Frequently

-Exposure to shop or maintenance environment - Never

Tools & Equipment Used: PC, Scanner Fax Copy Print Machine, general office equipment.
APPLICATION PROCESS

A complete application includes:

- Letter of interest
- Current Resume
- Completed CMN application form (available under job opportunities at www.menominee.edu)
- Copy of all college level transcripts (official transcripts required if hired)
- Three professional letters of reference
- Copy of valid WI driver license
- Proof of any certificates or training
- Please provide:
  - Proof of Tribal enrollment status
  - Proof of Menominee language skills – Must provide certificate from MLCC, high school or college transcripts, Language table/training documentation or written determination from Director of MLCC
  - Proof of honorable or general military discharge paperwork

It is not the responsibility of CMN to notify you of missing pieces. Incomplete application packets will not be considered.

Send completed application materials to:
College Of Menominee Nation
Human Resources
P.O. Box 1179
Keshena, WI 54135.

Posting closes at 4 PM on May 7, 2015

NOTE: Pre-employment drug testing is part of the hiring process.
EOE/MITW 82-10

Template Last Revised 9/1/2014