

POSITION VACANCY

January 14, 2015

Name of Position: Computer Lab Coordinator
Applications Accepted Through: January 28, 2015
Effective Date of Employment: February 16, 2015
Length of Employment: Full-time
Salary Range: \$24,054 - \$30,068

Position requirements:

An Associate's Degree in an Information Technology related discipline or closely related field, one to three years of experience with computer systems hardware and software, and supervisory experience are required. A Bachelor's Degree in an Information Technology related discipline or closely related field and helpdesk experience are preferred. Applicants must demonstrate an ability to communicate well with staff at all levels, students, and the public. A career readiness certificate is preferred.

Position duties:

The Computer Lab Coordinator manages the services provided and the resources used in the College's Open Computer Lab and manages the operation of the WCC Password Helpdesk. This position assists the other Computer Technicians.

Duties included maintaining and monitoring all hardware and software in the Open Computer Lab; assisting users in accessing and utilizing lab resources; monitoring the lab for security, safety, and appropriate usage of resources; and supervising the Helpdesk and the lab monitors.

If selected for employment, the applicant must submit to a criminal background check and drug screening.

INSTITUTION: Wayne Community College is a member of the North Carolina Community College system. Located in Goldsboro, the college serves Wayne and adjoining counties. Wayne Community College is an affirmative action/equal opportunity employer. A Tobacco Free Campus as of August 1, 2009.

APPLICATIONS:

Submit an original Wayne Community College [employment application](#) and all support materials, including copies of transcripts of all post-secondary studies to Human Resources, Wayne Community College, and P. O. Box 8002, Goldsboro, NC 27533-8002. Applications will be screened and the most qualified applicants interviewed. All applicants will be notified when the position selection has been made.