

July 1, 2009



ENTERPRISE-OZARK COMMUNITY COLLEGE

Your Investment in Excellence

INTENT TO EMPLOY

POSITION: Coordinator, Information Technology for the Aviation Unit (Revised)

QUALIFICATIONS: **Required:** Minimum of an associate degree. Coursework from a regionally accredited institution in Computer Technology, Management Information Systems, Information Technology, or Computer Science. A+ Certification. Full-time work experience in computer technology position.

POSITION SUMMARY: The Coordinator develops, coordinates, and supervises a comprehensive program of technology services for all aviation areas of the College.

DUTIES AND RESPONSIBILITIES: **SEE ATTACHED JOB DESCRIPTION**

SALARY: Based on State Board of Education Salary Schedule E1-02 (\$41,420 - \$54,821)

POSITION AVAILABLE: July 2009

POSITION DEADLINE: Application packet must be received **NO LATER THAN 1:00 p.m., Friday, July 17, 2009.**

APPLICATION PROCEDURE: All applicants must submit a complete application packet which consists of the following:

- A completed Enterprise-Ozark Community College application for employment
- Current resume
- Official or unofficial copies of college transcripts verifying required education
- Verification of experience must include **dates and job title and be on official letterhead with an authorized personnel signature.**

Only complete application packets received by the deadline date will be considered. From all the applications received, a search committee will review applications, interview applicants, and select candidates for further consideration by the President. Only applicants who meet the minimum qualifications and submit a complete packet are eligible for an interview. Interviews will be by appointment only. Applicants must travel at their own expense. *Applicants selected for an interview must demonstrate proficiency with a skills test as part of the on-campus interview process.* **Candidate offered position must submit to criminal background check at their own expense.**

Enterprise-Ozark Community College application for employment form is available at www.eocc.edu and applications should be sent to:

ATTN: 2008-09:15
Enterprise-Ozark Community College
P O Box 1300
Enterprise, AL 36331

334-347-2623 ext 2222

Enterprise-Ozark Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Enterprise-Ozark Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this intent to employ at any time prior to the awarding.

Enterprise Campus
600 Plaza Drive/P. O. Box 1300
Enterprise, AL 36330/36331
(334) 347-2623

Ft. Rucker Site
Bldg. 4502, Kingsman Street
Ft. Rucker, AL 36362
(334) 598-3438

Aviation Center Mobile
1975 Avenue C
Mobile, AL 36615-1403
(251) 438-2816

Ozark Aviation Campus
3405 Highway 231 South
Ozark, AL 36360
(334) 774-5113

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Enterprise-Ozark Community College Job Description

Job Title: Coordinator of Information Technology for the Aviation Unit

Department: Information Technology (IT)

Reports to: President (or designee)

Exempt Status: Exempt

Job Summary: The Coordinator of Information Technology for the Aviation Unit develops, plans, coordinates, and supervises a comprehensive program of technology services for all aviation areas of the college.

Specific Duties and Responsibilities:

1. Maintain and install all hardware and software for all aviation departments, campuses and sites.
2. Develop strategic plans for the aviation IT department as part of the college's planning process.
3. Develop and administer policies and regulations for the aviation IT department.
4. Advise college personnel on the hardware/software needs and methods for implementing IT services.
5. Maintain inventory of all technology equipment and related parts.
6. Develop and maintain the aviation unit's website.
7. Develop and administer the aviation unit information technology budget.
8. Manage the aviation IT Center.
9. Provide Help Desk services to aviation unit users of the college.
10. Maintain backups of all aviation unit data.
11. Maintain and manage the aviation unit administrative system hardware and software (ie AS400/ACCESS).
12. Maintain security on all aviation unit computer systems, data, and network devices
13. Administer and maintain local area Network, Servers, Internet Services, Email Service,

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and Telephone System at the aviation unit.

14. Provide data and reports as required by the President, other college personnel and outside agencies.
15. Provide training for users on IT systems used and implemented at the Aviation Unit.
16. Serve on the President's Council.
17. Fulfill other duties and responsibilities assigned by the President or his/her designee.

Required Education/Work Experience:

1. Minimum of associate degree.
2. Coursework from a regionally accredited institution in Computer Technology, Management Information Systems, Information Technology, or Computer Science
3. Full time experience in computer technology position

Required License/Certification:

1. A+ Certification required

Other Special Qualifications/Requirements of the Job:

1. Knowledge of Web Site management and maintenance
2. Any Microsoft, Novell, IBM, Web/Internet, or Cisco Certifications
3. Understanding of the relationship between Information Systems Management and Higher Education

Reviewed by:

Supervisor	Date	Employee	Date
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