

Technology Systems Specialist
United Technical Center/Fred Eberle Technical Center

Job Posting Number: 2122-09

Job Posting Date: April 14, 2022

Closing Date: May 2, 2022 (3:00 pm)

Minimum Qualifications:

- Hold or be eligible to hold a Technology Systems Specialist Credential through the WVDE
- Hold a minimum of an Associate's Degree from an accredited Institution of Higher Education.
- Preference given to individuals holding at least two (2) basic level technology certifications (A+ certification or above preferred, equivalent certifications, or equivalent job experience)

Job Responsibilities:

- Internet Maintenance – passwords, wireless access, switches, servers, cabling, etc.
- Technology Maintenance – upgrades, repairs, to all technology devices, laptops, smart boards, tablets, etc.
- Create & Maintain Online Learning Management System – student grades, attendance, & online communication system for students & parents
- Online Presence – Website, Facebook, Twitter, Instagram & different public relations options
- Create an online application submittal process for Secondary & Adult Students
- Make recommendations for all technology related purchases
- Develop short & long term objectives for upgrading technology infrastructure and device procurement
- Perform any other duties as assigned by the director of UTC or FETC.

Salary: Contingent upon degree level and experience.

Terms of Employment:

- This is a position shared between United Technical Center and Fred Eberle Technical Center. Employer of record will be United Technical Center. 220 Day Employment, 110 days at each Technical Center.

Send Job Application and Resume to:

Matthew Call, Director
United Technical Center
251 Marietta Street
Clarksburg, WV 26301

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