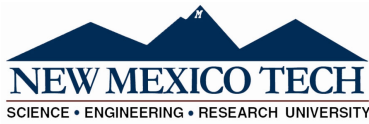


**Posted:** June 21, 2024



## POSITION ANNOUNCEMENT

**TITLE:** INFORMATION TECHNOLOGY SYSTEMS ANALYST/NETWORK/COMPUTER SUPPORT SPECIALIST

**DEPT:** EMRTC

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$45,000-\$50,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.**

**INTERNAL POSTING THROUGH:** July 1, 2024\* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB SUMMARY:

Analyze user requirements, procedures and problems to implement and improve computer systems. Provide technical support services for hardware, software and network problems. Network and Active Directory maintenance. Assist Systems Administrator as needed. Create application documentation. Work on computer related contracts as needed.

### JOBS FUNCTIONS:

Analyze user requirements & procedures to implement and improve computer systems.	25%
Provide technical support services for hardware, software and network problems.	45%
Network and Active Directory maintenance.	15%
Assist Systems Administrator as needed.	5%
Create application documentation.	5%
Work on computer related contracts as needed.	5%

### REQUIRED QUALIFICATIONS:

Bachelor's Degree in Computer Science or IT (or equivalent experience). Computer hardware troubleshooting and maintenance. Windows problem solving. Windows XP/Vista/7 administration. Windows Active Directory account maintenance. Networking experience, switches, routers, wireless AP's.

### DESIRED QUALIFICATIONS:

PHP/ASP/SQL/HTML/XHTML/XML/CSS.

### LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	S
100 + pounds	S

**PHYSICAL DEMANDS:**

Standing 20%	Sitting 20%	Walking 20%	Pulling
Pushing	Lifting 5%	Stooping	Kneeling 10%
Crawling 5%	Climbing 5%	Reaching	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)