**POSITION ANNOUNCEMENT**

**POSITION: Hardware Coordinator (North Metro Campus)**

**POSITION DESCRIPTION:** The Hardware Coordinator is responsible for managing, tracking, and supporting all physical technology assets within the college. This role ensures that hardware resources such as computers, peripherals, and AV equipment are inventoried, maintained, and allocated efficiently to meet operational needs. The coordinator works closely with IT staff, vendors, and end-users to oversee procurement, deployment, troubleshooting, and lifecycle management of hardware assets. Attention to detail, strong organizational skills, and technical proficiency are essential to ensure optimal performance and cost-effective use of hardware infrastructure.

**MAJOR DUTIES:**

* Ensures proper installation and full functionality of equipment for use by administration, faculty, staff, and within classroom environments, supporting seamless operations and user satisfaction.
* Research and evaluate newly released hardware to assess potential applications, compatibility, performance benefits, and alignment with organizational needs and technology strategy.
* Provides hands-on leadership, daily direction, and oversight of all activities and decisions for a multidisciplinary team, including Hardware Implementation Specialists and Audio-Visual Implementation Specialists.
* Serves as the lead support services technician for all hardware-related issues, providing advanced troubleshooting, guidance to team members, and escalation management.
* Coordinates the secure and compliant disposal of obsolete hardware, ensuring proper data sanitization and adherence to organizational and regulatory requirements.
* Track purchase orders and delivery schedules.
* Performs other related duties as assigned.
* Maintains an accurate inventory of all computer equipment and peripherals in all areas of Chattahoochee Technical College, including classrooms, offices, event spaces, libraries, testing labs, etc.
* Evaluates and recommends vendor contracts for hardware and technology related services as needed.
* Establishes and enforces standards for all equipment purchases to ensure quality, compatibility, and cost-effectiveness across the organization.
* Establishes and sets standards for desktop computing and training.
* Prepares purchase requisitions for new equipment and handles monthly/quarterly service billing processes.
* Morale, Communication, Compliance
* Adheres to established purchasing guidelines when collaborating with vendors to acquire new equipment for approved projects, repairs, and upgrades.
* Conduct regular audits to ensure data accuracy.
* Position may demand irregular hours to ensure equipment is installed, configured, and maintained in a manner to minimize the impact on the operations of the college on all campuses.
* Manage vendor relationships and negotiate contracts

**MINIMUM QUALIFICATIONS:**

* **A Bachelor’s degree in a related field \*and\* two years related work experience.**
* **Experience may substitute for the degree on a year for year basis.**

**PREFERRED QUALIFICATIONS:**

* **1 or more years’ experience in a multi-site or campus setting including any of the following: project planning, contract negotiation with vendors, hardware deployment, maintenance, device life cycle management, audio-visual technology installation and troubleshooting support**
* **1-2 years’ leadership experience, including supervision and coordination of a multi-disciplinary technical team**
* **Ability and willingness to work irregular hours and to travel between campuses as needed to support installations and maintenance**
* **Possession of or ability to readily obtain a valid driver’s license issued by the State of Georgia for the type of vehicle or equipment operated.**

**KNOWLEDGE REQUIRED:**

* **Knowledge of computer hardware configuration and customization.**
* **Knowledge of information security practices and technology.**
* **Knowledge of the tools and techniques used in the diagnosis and resolution of computer software and hardware operating problems.**
* **Knowledge of State of Georgia purchasing requirements preferred.**
* **Skilled in training personnel to enhance their technical knowledge and operational efficiency.**
* **Skilled in using computers and specialized software relevant to job functions.**
* **Proficient in making informed decisions and resolving problems efficiently in dynamic environments.**
* **Skilled in building positive relationships and professionally interacting with diverse individuals and groups.**
* **Effective communicator skilled in presenting complex information clearly through oral and written channels**
* **Knowledge of the tools and techniques used in the diagnosis and resolution of Audio Visual system and configurations.**

**SALARY/BENEFITS:** $51,373.38 annually. Benefits include paid holidays, annual leave, and the State of Georgia Flexible Benefits Program. Please be aware that Chattahoochee Tech employees will be paid by direct deposit, unless exempted by the State Accounting Office based on “hardship” evidence provided by the employee.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Quick Links” then “Jobs & Careers.” For a complete file, fill out an online application, upload cover letter, resume and include three professional references’ contact information on application. Before a candidate is hired, a pre-employment criminal background investigation, motor vehicle records check and employer/professional reference check will be conducted. Following screening, candidates may be asked to submit further documentation.

**RESPONSE DEADLINE:** Open until filled. Screening will begin immediately.

**ANTICIPATED EMPLOYMENT DATE:** November 2025

**EMPLOYMENT POLICY:** Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Chattahoochee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling [(404) 679-4500](tel:(404)%20679-4500), or by using information available on SACSCOC’s website ([www.sacscoc.org](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=04%7C01%7Csarah.cosby%40chattahoocheetech.edu%7C76f352afebe0445368de08d8eefff055%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522130299947630%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=wIuCegd7GHx7DFCY9IsMWfqoNY4jplmkGFCY7aKSvWY%3D&reserved=0)).

As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa “Nickkie” Warrington, Marietta Campus, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023, or [SDWarrington@ChattahoocheeTech.edu](mailto:SDWarrington@ChattahoocheeTech.edu), and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099, or [Caitlin.Barton@chattahoocheetech.edu](mailto:Caitlin.Barton@chattahoocheetech.edu).

***A Unit of the Technical College System of Georgia***