

|  |  |  |  |
| --- | --- | --- | --- |
| **Information Systems Worker** | | | |
|  |  | | |
| **Campus:** | Cordele and Work from home. | | |
|  |  | | |
| **General Duties:** | Provides information regarding technology resources available. Initiates and maintains customer support for computer software and application services. Resolves routine problems as instructed or escalates more complex issues to appropriate personnel. Instructs customers in correct procedures, special requirements, restrictions, and supporting documentation needed to complete the relevant process. Other duties as assigned. | | |
|  |  | | |
| **Education Requirements:** | Computer knowledge | | |
|  |  | | |
| **Minimum Qualifications:** | Knowledge of computer software configuration and customization; Knowledge of the tools and techniques used in the diagnosis and resolution of computer software and hardware problems; Skill in the operation of computers and job-related software programs; Decision making and problem-solving skills; Skill in interpersonal relations and in dealing with the public; Oral and written communication skills; Ability to evaluate and analyze existing applications and identify deficiencies. | | |
|  |  | | |
| **Preferred Qualifications:** | High School diploma or equivalent \*and\* one (1) year of work-related experience in Information Technology | | |
|  |  | | |
| **Compensation:** | Hourly rate commensurate with education and work experience | | |
|  |  | | |
| **Benefits:** | Part-time, temporary position not to exceed **29 hours** per week, **to include evenings and weekends**; does not include State of Georgia benefits or a promise of future full-time employment. This may be a grant-funded position. | | |
|  |  | | |
| **Reports to:** | Chief of Information Officer | | |
|  |  | | |
| **Application Deadline:** | Until filled | | |
|  |  | | |
| **Application Instructions:** | Please complete our SGTC application on our website [**www.southgatech.edu**](http://www.southgatech.edu) access this by clicking on the link **Careers @ SGTC**. For further assistance call the Human Resources Office at (229) 931-2454 or (229) 931-2450 or email [Erika.Carrillo@southgatech.edu](mailto:Erika.Carrillo@southgatech.edu) or [Suzanne.Singletary@southgatech.edu](mailto:Suzanne.Singletary@southgatech.edu). | | |
|  |  | | |
| **Notices:** | Pursuant to college policy, a thorough background investigation, including a criminal history check, shall be conducted on all candidates prior to being hired for any position with SGTC. | | |
|  | | | |
| Position Number: | **00222214** | Job Code | **T8001** |