



**Louisiana's**  
Community & Technical Colleges  
*Changing Lives, Creating Futures*

## **Information Technology Technician**

### **Summary:**

The **Information Technology Technician** provides all on-campus IT services to Central Louisiana Technical Community College. These IT services include desktop support, server and phone system administration, networking, security, and helpdesk support.

This position will be domiciled in Alexandria, LA.

### **Duties and Responsibilities:** The **Information Technologies Technician** will be:

- Responsible for providing the College IT technical support
- Responsible for installation and maintenance of user computers and servers on campus
- Responsible for managing and maintaining desktop and server software
- Responsible for managing VMWare virtual server environment
- Work with LCTCS IT staff to provide support for networking equipment
- Assist in the development of disaster recovery for the campus
- Responsible for nightly back-ups
- Responsible for Office365, including creating new email accounts and configuration of users
- Serve as the Telecommunications administrator and coordinator
- Perform other duties as assigned

### **Qualification Requirements:**

The successful candidate is required to have a minimum of an Associates' degree in a related field or related work experience. The following skill sets are required,

- Desire two years' experience in network support
- Strong ability to understand, configure, and support complex IT environments
- Knowledge of VMware vCenter and ESX server

- Knowledge of operating systems (Windows 7, Windows 2012, Windows 2016 Server)
- Experience with Microsoft Office365 desired
- Knowledge of networking (routing and switching)
- Ability to troubleshoot and resolve complex problems
- Knowledge of general network security concepts
- Ability to operate on a scheduled on-call basis
- Strong written and verbal communication skills
- Excellent customer service skills

**Compensation:**

Compensation will be commensurate with education and work experience. For more information about the Louisiana Community and Technical College System, visit [www.lctcs.edu](http://www.lctcs.edu)

**Additional Requirements:**

A valid Louisiana Driver's License  
Proof of motor vehicle insurance

**In accordance with LCTCS Policy #6:036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.**

**Application Instructions:**

Applicants for this position should submit:

- 1) a cover letter
- 2) resume (to include date(s) of employment and date(s) educational degrees obtained)
- 3) the names and contact information of three work-related references to:

Human Resources Specialist  
Louisiana Community and Technical College System  
265 S. Foster Drive  
Baton Rouge, LA 70806

or via email to [employment@lctcs.edu](mailto:employment@lctcs.edu)

Applications will be accepted until position is filled.

For more information about the Louisiana Community and Technical College System, visit [www.lctcs.edu](http://www.lctcs.edu). LCTCS is in partnership with Louisiana Economic Development FastStart and Louisiana Job Connection.