MANCHESTER COMMUNITY COLLEGE IS NOW HIRING

Position: Lab Assistant: Computer Science

Part-Time, up to 25 hours per week, with some Saturdays as needed

Salary Range: $13.44-$15.51/hour

Location: Manchester, NH

SCOPE OF WORK: To provide support services for the Computer Science Department. This position reports to the Computer Science Department Chair.

ACCOUNTABILITIES:

- Overall knowledge of Computer Science curriculum.
- Working knowledge of the programming languages C#, Objective C or C++, VB and JAVA, and ability to assist Instructors with software used in these classes as well as those used in Apps Programming classes.
- Overall knowledge of computer hardware and software including the ability to maintain system resources and user accounts.
- Assists Computer Science Students having trouble accessing Blackboard resources specifically related to Computer Science Classes.
- Maintains Computer Science services for students and classrooms to include but not limited to Student access to FTP files including Virtual Machines and files; Student access to Virtual Desktops; Student access to Computer Science wireless network to include MAC address blocking and authorization when needed.
- Maintains and reviews Firewall and other log files to insure student compliance with college policy.
- Maintains and performs daily functions on Computer Science servers to include but not limited to reporting policy violations and misuse to CS Faculty and creating server access to students when needed to perform Computer Science Assignments.
- Provide guidance, coordination and continuity of talent between faculty and students working on long term Computer Science projects.
- Ability to analyze and understand the desired outcome of an assigned task, to follow through and reorganize tasks to achieve the desired outcome.
- Works with IT department staff to coordinate Computer Science/IT projects.
- Troubleshoot emergent software issues that interfere with classroom objectives.
- Maintain Computer Science physical and Virtual environments.
- Complies with all system, college, state and federal rules and regulations.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: High School diploma or G.E.D. equivalent. Each additional year of approved formal education in the field of Computer Science may be substituted for one year of required work experience.

Experience: Two (2) years' experience with computer science technology

RECOMMENDED WORK TRAITS: Knowledge of proper English usage and grammar. Knowledge of Microsoft Office applications. Ability to understand and follow oral and written instructions. Ability to learn
assigned administrative tasks readily and to adhere to prescribed departmental procedures. Ability to establish and maintain effective working relationships with other employees and students. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the college’s appointing authority.

Click Here to apply: Lab Assistant-Computer Science