



College of Saint Mary strives to create a safe, inclusive educational environment where every person's worth and dignity is valued and nurtured. Applicants representing diverse backgrounds and experiences are highly encouraged to apply.

## Technology Support Administrator

**Are you an IT professional that loves working with people?** You might be a perfect fit for our Technology Support Administrator position. As a key contributor to the IT Help desk for College of Saint Mary, this position provides support of computer hardware and software for faculty, staff, and students.

### Our Idea of a Perfect Candidate Is Someone Who:

- Excels in a fast-paced, agile environment where critical thinking and strong problem-solving skills are required for success.
- Is a dynamic individual capable of quickly assessing customer needs and assigning appropriate remedies.
- Possesses technical skill to support users with the ability to juggle competing demands to create exceptional experiences for students, faculty, and staff.

### Our Ideal Candidate's Preferred Education and Experience Include:

- Bachelor's Degree in Computer Science or related. 3+ years' experience in computer support.
- Microsoft Training Certifications, including Server, Desktop, and Office 365.
- CompTIA A+ or equivalency.
- Previous Help Desk experience preferred.
- Mobile Device support and Apple OS knowledge preferred.

### This Position Is Responsible For:

- Providing general technical support for the College of Saint Mary faculty, staff, and students.
- Installing and maintaining classroom and desktop software and hardware and maintains equipment (computers, printers, scanners, projectors, etc.).
- Providing Audio/Video support to college community and responds to day-to-day inquiries.
- Monitoring campus Help Desk and responds to support requests.
- Providing a high level of customer service in a fast-paced environment

### Why You Want to Be on This Team:

- You would be a part of a Mission-centered team, who work together to serve our community.
- You would enjoy full-time benefits including health insurance, paid time off, 403(b) with employer matching, employee wellness time, and more!

### Application:

Please apply using the following link. Please have a resume, cover letter and three professional references, including a minimum of one supervisor, ready to upload during the application process.

[Application for Technology Support Administrator](#)

*College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.*