



Position Title: IT Coordinator/Technical Services Administrator

Reports To: Vice President, Information Technology/CIO

Department: Information Technology

Classification: Full-time, Salary Exempt, 12-months, Benefits Eligible, Grant Funded

POSITION OVERVIEW

The Technical Services Administrator/IT Support position will be responsible for Level II/Level III administrative and technical support functions for the Office of Information Technology and supporting the office of CIO as Executive Assistant.

DUTIES AND RESPONSIBILITIES

- Contract negotiations, initiating requests for proposal, and managing ongoing contractual changes and resolving disputes and/or conflict resolution with contractors/vendors where applicable
- Internal project management, where duties include gathering requirements and collaboration with internal stakeholders on the design and functionality of proposed solutions
- Project scheduling; monitoring project budgets and ensuring successful outcomes during implementation phase
- Compile, maintain and file reports, records and other documents as required for NCAE and GenCyber Grant Programs
- Perform routine bookkeeping tasks and maintain department budget records
- Prepare and process department purchase orders and payment authorizations
- Order and maintain inventory of office supplies and program equipment
- Monitor and process Grant personnel time records
- Administrative support duties to include preparing forms, requisitions and reports for the CIO and the Director for Center of Cybersecurity
- Other duties as assigned

MINIMUM QUALIFICATIONS

- Bachelor's Degree and five (5) years minimum of work-related technology and administrative office experience OR Associate's Degree in Business Administrative Technology and seven (7) years minimum of work-related technology and administrative office experience

KNOWLEDGE, SKILLS, AND ABILITIES

- Stellar communication and customer service skills are essential for this role

- Qualified candidates are highly organized and have superior analytical problem-solving abilities
- Ideal candidates are team-oriented, customer-focused, positive, and committed to excellence
- Proficient in Microsoft Office 365 and Adobe Pro

WORKING CONDITIONS/PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line

- Cover Letter and Resume/ unofficial transcript of highest educational level completed
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Phone Calls Please