



Computer Services Coordinator

FMCC has an immediate opening for a full-time Computer Services Coordinator in the College IT Department. The Computer Service Coordinator is responsible for developing specialized software packages, providing training, resolving problems on data processing equipment usage; and the coordination of the installation, maintenance and upgrading of computer hardware. Good knowledge of network hardware, software products, security methods and procedures. Ability to train user personnel in hardware use and procedures, be able to identify and resolve hardware problems and deficiencies. Must have strong written/oral communication, interpersonal skills, and attention to detail.

Minimum qualifications: Graduation from a regionally accredited or New York State registered college with an Associate Degree in Computer Science or a related field plus six months computer support experience; or completion of one year of study in computer science or closely related field (15+ credit hours) plus 18 months computer support experience; or more than two years' experience as a Computer Support or Help Desk Technician.

Hours are Monday – Friday 8:00AM – 4:00PM

Excellent health insurance, benefits, and generous paid time off

Salary: \$43,310

This is a provisional civil service position that will lead to a permanent, but candidates are required to take the Computer Services Coordinator Civil Service test (when it comes available) and be reachable on the competitive exam.

Please provide a cover letter describing your experiences that pertain to this position and resume to compservcoord@fmcc.edu. This position will remain open until a successful candidate has been identified.

FMCC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran or disability status. The Civil Rights Compliance Coordinators have been designated to handle inquiries regarding non-discrimination policies and can be contacted at: Human Resources 2805 State Hwy 67, Johnstown N.Y. 12095 Tel: 518-736-3622 Ext. 8404.