

RANGE H23

**JTC NO. H48
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Student PC Technician II

DATE PREPARED: Spring 2002

DATE REVISED: Spring 2017

GENERAL SUMMARY:

Works with administrative/educational support applications and network activities. Provide microcomputer and local area network (LAN) support to location users in an administrative and/or educational environment. May provide support in systems and programming areas as assigned.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Provide support to microcomputer and LAN users.
- Troubleshoots users problems with microcomputer and LAN application programs.
- Install, configure, maintain and repair software/hardware.
- Provides system access support.
- Assists in testing related software and hardware.
- May set up computer stations for registration.
- Performs other duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

May be required to lift and move materials and equipment weighing up to 50 pounds.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Graduation from high school. Must be enrolled in a DCCCD IT degree plan and completed a CO-OP ITTXX course with a grade of "C" or better or equivalent. Must have an IT degree plan on file at a DCCCD college. Must have four (4) months previous work experience as a PC Technician I. Must be able to work a minimum of fifteen (15) hours per week. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check.
