Part-Time Computer Maintenance Technician (3 positions)
Rio – Tempe

Job Summary: Provides maintenance and installation of computers and data communication lines, assistance to users with operating problems or system related malfunctions and works with a diverse population of administrators, faculty, staff and students. The part time Computer Maintenance Technician position will be located at Rio Salado College – Tempe. Rio – Tempe is located at 2323 W. 14th Street, Tempe, AZ 85281.

Job Duties: Installs, maintains and repairs digital/analog computers and data communications equipment; cleans, inspects, adjusts and maintains business computer equipment; records maintenance repairs of all equipment; assists in developing computer instruction programs associated with operation of individual pieces of equipment; performs inventory control of all micro-computers; assists in design, construction and implementation of hardware; trains staff in maintenance operation and repair techniques; writes user documentation and procedures; provides technical training for testing staff; performs other related duties as assigned.

Qualifications/Experience: Technical training and experience in digital electronics repair and maintenance; Experience with various computer hardware and software; Experience using software that allows remote desktop support; Experience diagnosing technology related issues; Experience repairing office equipment; Customer service experience.

Desired Qualifications: Two (2) or more years’ experience in computer maintenance; Experience working in an educational environment; Effective written communication skills as demonstrated through cover letter and resume.

Special Working Conditions: May require extended hours, including early mornings, evenings and/or weekends; may require lifting up to 50 lbs; may require travel between Rio locations; Valid AZ Class D Driver’s License; Must meet District minimum standards regarding driving: https://business.maricopa.edu/risk-management/motor-vehicle-usage/motor-vehicle-driving-requirements

Hours & Pay Rate:
Up to 20 hours per week;
Office hours are: Monday – Friday, 7:00 am – 6:00 pm
Hours to be determined; must have flexible schedule
$11.00/hour

This position is part-time with no benefits.

Please send resume and cover letter to:
Melvyn.Price@riosalado.edu

The budget for this position cannot support regular overtime, blended overtime, or an increase to existing employee benefits. This is an at-will, temporary position.
The Maricopa County Community College District is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities.