

Bethany Theological Seminary

Position Vacancy Notice

Classification: Computing Services Specialist
Department: Earlham School of Religion and Bethany Theological Seminary
Status: Full-time with benefits
Salary: \$30,000

Responsibilities:

- Handle all work requests involving personal computing and printing service in a positive, timely, and professional manner.
- Ensure that all service requests are appropriately logged and up-to-date in the request tracking system provided by the external IT support provider.
- Liaise as appropriate with the external IT support provider as well as Earlham Computing Services (ECS) as appropriate.
- Facilitate setup of Skype enabled conference calls between the external IT support provider and staff/faculty members at Bethany Theological Seminary and/or the Earlham School of Religion.
- Install, repair, maintain, and upgrade hardware and software in support of personal computing and printing.
- Deploy software packages/configuration changes on personal computing devices as per direction of external IT service provider.
- Perform basic account maintenance functions utilizing interface provided by the external IT support provider.
- Work with ECS staff to maintain accounts for seminary users on ECS servers on as needed basis.
- Provide expert advice to end users in regards to personal computing and printing issues. Recommend equipment purchases to end users on as needed basis.
- Manage Seminary Computing Services departmental website and helpdesk management system
- Maintain accurate inventory of all personal computing and printing equipment located on campus, including such basic information as make, model, IP address (if any), MAC address (if any), device access usernames/passwords (if any), etc
- Maintain accurate inventory of all network cabling located on campus [i.e. originating switch/port, destination jack/switch/port, end user(s) serviced, IP addresses (if any)].
- Install and maintain network cabling on as needed basis.
- Adhere to budgetary goals provided by seminary deans in regards to personal computing and printing maintenance, repairs, and upgrades.
- Provision and maintenance of audio-visual presentation systems in classrooms and public spaces.
- Manage shared and separate technology budgets for each institution.
- Convene and prepare agenda for Seminary Computing Roundtable.
- Maintain relationships with: Business Managers for both seminaries, Earlham Computing Services, and all seminary employees and students.

Qualifications:

- Understanding of and commitment to the missions of Bethany Theological Seminary and the Earlham School of Religion.
- Bachelor's Degree in Computer Science or equivalent education and experience.
- Ability to organize a complex workload and set priorities.
- Ability to provide telephone, e-mail, and face to face support in a friendly, encouraging way.
- Ability and willingness to learn new skills independently, seeking out formal training where necessary.
- Ability to perform modular-level repairs on personal computing and printing equipment.
- A thorough internal knowledge of the Microsoft Windows and MacOS platforms and its maintenance, including basic scripting and command line interaction.
- Power user level knowledge of Moodle and Drupal (including HTML/XHTML coding).

To Apply: Please send a letter of interest, resume, and contact information for three references to:

Academic Dean's Office
Bethany Theological Seminary
615 National Road West
Richmond, IN 47374
Phone: 765-983-1815

deansoffice@bethanyseminary.edu