

# IT CONSULTANT I

## INFORMATION TECHNOLOGY

**Description:** Under limited supervision, provides solutions to end user computer and networking problems of a basic to moderate nature to ensure end user productivity.

**Minimum Requirements:** Associates degree in a related area; or a high school diploma and 3-5-year experience in general technology support, office automation systems, data communications systems design, installation, operation, repair, sales or marketing, or processing of modern technology equipment in a data processing environment. Valid driver's license and safe driving record required. Must be able to lift and move 50 pounds, climb ladders and use power tools.

**Knowledge, Skills and Abilities:** Excellent communication and people skills. Ability to perform tasks in a detailed manner. Ability to troubleshoot computer hardware, software and smart classroom technology equipment using basic to moderately complex analytical methods. Ability to document processes and procedures. Proficiency in current Microsoft products including Office 365, Windows, SharePoint and SQL as well as Adobe products. Ability to install and configure computer hardware and software. Ability to research complex problems related to hardware and software compatibilities. Basic Banner knowledge and/or experience in a higher education setting is a plus. Familiarity with Endpoint Management and Configuration tools and practices.

**Hire Range:** \$40,000 - \$45,000

**University Hours:** 8:00am – 5:00pm, Monday – Friday

**Position Work Hours:** 37.5 hours per week.

**Class Code:** UZ01 – **Internal Title:** IT Consultant I

**Position #:**0000000000000

Search openings at [careers.sc.gov](https://careers.sc.gov)

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Applications must be submitted online at [www.careers.sc.gov](https://www.careers.sc.gov). Receipt of individual applications not acknowledged. See position status at [www.lander.edu/hr](https://www.lander.edu/hr). Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.



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