



## **ELIZABETHTOWN COMMUNITY & TECHNICAL COLLEGE**

**Information Technology Support Specialist- Fort Knox-** Maintain local area networks, wireless equipment and computer hardware and software in several area computer labs as well as electronic instructional equipment at various instructional sites in the off campus program service area. Assist students, faculty and staff with email, software and hardware in the computer labs, classrooms, and offices at Fort Knox Center, Meade County Education Center and Career Center, and other sites. Install, maintain and troubleshoot software and hardware, assure system security, update supplies, software and equipment inventories, and enforce computer use and lab rules. This position also serves as the webmaster for the Fort Knox Center website and maintains a close working relationship with the IT department and webmaster at main campus. Provide customer service assistance when needed in the Fort Knox Center office. Individual should possess a willingness and ability to learn constantly, serve on several college committees, occasionally work evenings, have good organizational and people skills and be team oriented.

**MINIMUM REQUIREMENTS:** Associate's degree (Computer, Technical or related field), and three years related work experience or equivalent.

Review of applications will begin February 28, 2008 and continue until position is filled.

**To apply applicants must submit the following materials:** Current resume summarizing education and experience, KCTCS Staff application (available online at <http://www.elizabethtown.kctcs.edu>), or by coming to room 115 of the Administration Building, copies of college transcripts and three (3) letters of recommendation. Official college transcripts will be required at a later date.

Send application materials to:

Elizabethtown Community & Technical College  
Human Resources  
600 College Street Road  
Elizabethtown, KY 42701  
(270) 706-8412

KCTCS/ECTC is an equal opportunity employer and education institution. Women and minorities are encouraged to apply.