



POTEAU • SALLISAW • ONLINE

POSITION:

Learning Technology Administrator

GENERAL DESCRIPTION:

The Information Technology Department of Carl Albert State College has an opening for a Learning Technology Administrator. The position is a full-time position located on the Poteau campus with travel to the Sallisaw campus as needed. Successful candidate will be responsible for:

- Design, install, troubleshoot and support Remote Learning rooms and carts on the Poteau and Sallisaw campus', as well as some High Schools.
- Install, troubleshoot and maintain CASC computers and printers at both Campus'.
- Administration and maintenance of Active Directory, Servers and User Accounts.
- Solicit bids and create requisitions for technology related hardware, software and expenses.
- Management and Inventory of IT assets.
- Helpdesk Support
- Other duties as assigned.

QUALIFICATIONS:

- Associates Degree in Computer Science or related field
- Knowledge of Computer hardware and software
- Ability to work well with a diverse population

SALARY:

\$ 21,500 annual-entry level; experience credit will be given- includes a full benefit package which includes Employer paid Medical, Dental, Life, Long-term Disability, Oklahoma Teachers Retirement, Vacation and Sick days.

APPLICATION DEADLINE: November 26, 2021

APPLICATION PROCEDURE:

To be considered for this position, please submit a CASC application (available at: <http://carlalbert.edu/employment-opportunities/>), Cover Letter, Resume and three Letters of Reference. Application may be submitted online, or by mail to: Human Resources Department, Carl Albert State College, 1507 S. McKenna, Poteau, OK, 74953 or email, employment@carlalbert.edu or fax to (918)-647-1359.

CASC is an affirmative action equal opportunity employer. All interested, qualified individuals are encouraged to apply.

Posted: 11/12/2021