Computer Specialist I-II

[**Oklahoma State University**](http://www.okstate.edu/)

in Stillwater, OK

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Type: Full-Time  
Posted: 10/10/2024  
Category: [IT Support and Training](https://www.higheredjobs.com/admin/search.cfm?JobCat=161)



Req ID: req18628  
  
Position Number: AS9396  
  
Department: College of Educ and Human Sci  
  
Location Address: Stillwater, Oklahoma, 74078  
United States  
  
Hiring Supervisor: JD Winterhalter  
  
Hiring Range  
(Contingent upon available funding)  
  
16.21 - 21.40, Hourly  
  
Work Schedule: M-F 8a-5p generally  
  
Job Summary  
  
Responsible for implementation of College of Education and Human Sciences (CEHS) Technology initiatives relating to faculty and staff desktop computing resources. Provide technical support for all desktop computing hardware/software for faculty and staff in the CEHS. Maintain an understanding of software, hardware or other technology resources and implement those technologies as assigned by management. Maintain awareness of current and emerging technologies and trends in computing and networked access.  
  
Special Instructions to Applicants  
  
Complete application must include a cover letter, resume, and list of three professional references.  
  
Position Qualifications  
  
Minimum Qualifications:  
  
High School/GED and six years related experience with requirement to receive bachelor's degree within six years of hire  
  
OR  
  
Bachelor's degree and one year of related experience  
  
Excellent communication and interpersonal skills.  
  
Ability to work with a variety of computer brands, printers, and software products. General knowledge of communications and LAN protocols, techniques and equipment. Basic knowledge of computer hardware, software and the ability to diagnose and resolve a variety of computer related problems.  
  
Preferred Qualifications:  
  
High School/GED and eight years related experience and demonstrated progress toward bachelor's degree  
  
OR  
  
Bachelor's degree and three years of related experience

Oklahoma State University (OSU) strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, OSU conducts pre-employment background checks on final candidates. Offers of employment are contingent upon the successful completion of a background check. The type of background check conducted varies by position and can include, but is not limited to, criminal (felony and misdemeanor) history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will be conducted when required by law or contract and when, in the discretion of the university, it is reasonable and prudent to do so.  
  
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