

**Job Title:** IT Coordinator  
**Supervisor:** Director of IT  
**Employment Terms:** 12 Months  
**Salary Range:** \$69,750.60 - \$91,162.60

**Skill Sets:**

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

**Essential Duties and Responsibilities:**

- Meets with IT Director to discuss West-MEC IT tactical plan and district systems needs
- Liaison and coordinator of IT projects and special systems for campuses/ departments
- Manage relationships with external vendors, ensuring adherence to internal processes, procedures, and access requirements
- Assists or coordinates rollout and training
- Develop and maintain installation and configuration procedures
- Produce design documentation for use in implementing system installations. Typical documentation may include equipment schematic, user guides, bill of materials, facility design drawings, instructional aids for technology integration
- Provides support to site techs
- Coordinates board meeting articles and facilitates board related meetings
- Plan, design, analyze, and provide technical support for entire district in a hosted and local environment
- Maintain confidentiality with regard to the information being processed, stored or accessed by the network
- Conduct research and evaluation of IT systems and recommend purchase or upgrade of equipment
- Provide escalate/ other support per request from various constituencies. Investigate and troubleshoot issues
- Participate in team-based design projects
- Establish and maintain good rapport with students, employees, community members and vendors
- Maintains a high level of ethical behavior and confidentiality
- Other job related duties as assigned

**Requirements:**

- Associates or Bachelor's degree
- Understand and have significant experience with a variety of software and operating systems

- Understand and have significant experience with a variety of information technology hardware, including but not limited to; handhelds, personal computers, servers, and phones
- Understand and have significant experience with maintaining network applications
- Ability to work well in a school enterprise
- Ability to train and coach on network applications
- Ability to work independently, as a team member, and/ or organization and take a principle role in department projects, tasks, and initiatives
- Effective verbal, written and multimedia communication skills

**Qualifications:**

- Must be able to travel to perform job functions
- Ability to perform work in flexible shifts, including but not limited to; evenings, nights, weekends, and holidays
- Must be able to lift minimum 50 lbs.
- Valid Arizona Driver's License and acceptable driving record
- Must pass a fingerprint clearance and background check

**Evaluation:** This position has a 90-day probation period, plus a yearly evaluation

**Closing Date:** Open until filled

**Start Date:** TBD

**Application Procedure:**

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)