Simpson College has an opportunity for a qualified individual to join their Information Technology Services department.

Minimum Qualifications:
- Hands on experience with installing, maintaining, provisioning, upgrading and administering communications in a private branch exchange (PBX), and experience with other related communications products.
- Experience installing LAN wiring and network connections.
- Must have the ability to directly implement and trouble shoot small wiring projects and coordinate large wiring projects with a vendor.
- Ability to be successful working independently and managing work-study students.
- Excellent organizational skills and a strong commitment to customer service.
- Bachelor’s degree or equivalent work experience.

Preferred qualifications:
- Experience with classroom digital media equipment.
- Experience designing/managing classroom digital media upgrades, including touch panel programming and Extron experience.

Responsibilities:
- Administrate Simpson College’s phone system, all system software, and auxiliary systems such as call accounting and voice mail.
- Ensure timely completion of expansions, modifications and relocation of the telecommunications services to all campus constituents including the West Des Moines Campus.
- Project manager of classroom updates of digital equipment, and assist with classroom service calls.
- Assist the Information Technology Services team in support of the campus network, and hardware repair.
- Maintain system documentation.
- Work with outside vendors and consultants as needed.

Interested persons should send a cover letter, resume and contact information for three references to employment@simpson.edu. Review of applications will begin immediately and continue until the position is filled.

It is the policy and practice of Simpson College to provide equal educational and employment opportunities for all. We specifically encourage applications from women, minorities, veterans, persons with disabilities and individuals who are bilingual (Spanish) to apply. The entire Notice of Non-Discrimination can be found at: https://simpson.edu/about-simpson-college/human-resources-office#jobs