Position: Computer Network Assistant

Salary Range: AD-335 09/01-07 $43,217 - $53,159 Per Annum

Location: Van Ness Campus

Date: 07-28-06

Closing Date: 08-10-06

Responsible to: Chairperson, Mass Media, Visual and Performing Arts
College of Arts and Sciences

Brief Description of Duties

Maintains seven (7) computer labs plus faculty computers.

Maintains servers; routers and networks; and documents problems and actions taken.

Monitors of data communications network for purposes of preventative maintenance and problem resolution.

Manages inventory and orders supplies and spare parts.

Performs color calibrations on monitors and printers.

Qualifications Required

One year of specialized experience is required. The one year of specialized experience must be equivalent to at least the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the position as described above.
All candidates will be considered without regard to race, color, religion, national origin, sex, age, martial status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, place of residence or business.

The Residency Preference Amendment Act of 1988, D.C. Law 7-203, created a system which provides that any applicant for employment in the Career or Educational Services who is a bona fide resident of the District of Columbia may claim a residency preference at the time of application. An applicant selected for appointment based on District residency will be required to submit proof of bona fide District residency. Bona fide District residency must be maintained from the date of appointment to the position for five consecutive years.

This position is not in the collective bargaining unit.

Please submit a UDC Application and résumé to:

Ms. Isabelle McMillian  
University of the District of Columbia  
Office of Human Resources  
Building 38, Suite 301-9  
4200 Connecticut Avenue, N.W.  
Washington, D.C. 20008