

Vacancy Announcement

COLORADO STATE UNIVERSITY EXTENSION

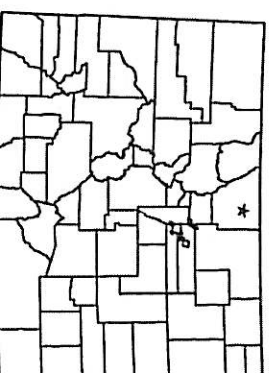
Extension
4040 Campus Delivery
Colorado State University
Fort Collins, Colorado 80523-4040
(970) 491-7866

vacancy no. 03-10

deadline: 01/20/10

POSITION: Extension Network Server Coordinator Colorado State University, Fort Collins, CO

Colorado State University is a leading public research university and the land-grant university for Colorado. Current enrollment is more than 25,000 regular, on-campus students. CSU is located in **Fort Collins**, a progressive community of approximately 142,000 residents, situated an hour's drive north of Denver. On the Front Range of the Rocky Mountains, Fort Collins has excellent schools, outstanding recreational opportunities (including hundreds of miles of biking trails, fishing, river kayaking, hiking, rock climbing, and camping, and is near some of the best skiing in the world), and a sunny climate. The city has been listed by numerous national publications as one of the best places to live in the United States.



To learn more about Colorado State University Extension (CSUE), go to <http://www.ext.colostate.edu/>.

APPLICATION PROCESS AND DEADLINE:

All materials must be **RECEIVED** no later than **12 noon Mountain Time on January 20, 2010** for full consideration. Please submit the following via e-mail to apply:

- Cover letter
- Statement (no more than 5 pages) of how you meet all the "Required" and "Desired" criteria listed in the Vacancy Announcement
- Resume
- Transcripts of college(s) course work **showing degrees conferred**
- Name, address, telephone, e-mail address, and your relationship to at least four (4) references (Note: Applicant will be notified **PRIOR** to references being contacted.)

E-mail all materials to cepersonnel@ext.colostate.edu. If you are unable to e-mail your materials, please call (970) 491-1617 for alternate delivery methods.

For questions regarding the application process, contact (970) 491-1617 or cepersonnel@ext.colostate.edu.

For questions regarding the job vacancy and responsibilities, please contact Ruth Willson (970) 491-6988 or Ruth.Willson@colostate.edu.

PURPOSE OF POSITION: The purpose of this position is to provide technical support for the CSU Extension network.

RESPONSIBILITIES AND RELATIONSHIPS: The individual in this position, who is a representative of Colorado State University, works under the primary supervision of the Assistant Director of Technology. The successful candidate will:

- Provide primary support to the Network, e-mail, and Web servers. These networks serve all on-campus and off-campus Colorado State University Extension employees.
- Provide primary support for organizational software applications, including e-mail, virus, and calendaring software.
- Provide technical support for hardware and peripherals, including system and network configuration. Primary emphasis will be on diagnosis and troubleshooting.
- Serve as primary contact for development and maintenance of Extension listservs.
- Provide basic support for selected software applications, including (but not limited to): Windows OS, Exchange e-mail, Web browsers such as Firefox and Internet Explorer, Symantec Anti-Virus, Microsoft Professional products.
- Advise Extension staff about upgrading/purchasing new hardware and software. When necessary and appropriate, assist the fiscal agent responsible for the purchase of equipment and software.
- Provide leadership and assistance with other activities as assigned.
- Assist with on or off campus computer training when appropriate.
- Assure compliance with civil rights and affirmative action policies including reaching out to underserved and underrepresented audiences.
- Other duties as assigned.

SALARY: Starting salary will be commensurate with education and experience.

EDUCATION & EXPERIENCE:

REQUIRED

- A completed Bachelor's Degree in computer science or related field required. A minimum of four years experience in a similar position may be substituted for the degree.
- Experience with Windows services and programs including IIS, DoNet, MySQL, Active Directory and other server side implementations.
- Experience troubleshooting various software programs and operating systems including Windows, Linux and others as needed.
- Ability to troubleshoot, diagnose, and fix server side problems vs. pc software problems.
- Ability to use e-mail and remote access to troubleshoot off site problems.
- Strong organizational skills and attention to detail.

Colorado State University and U.S. Department of Agriculture Cooperating.
Colorado State University Extension programs are available to all without discrimination.

**Colorado
State
University**

Extension

EDUCATION & EXPERIENCE:

REQUIRED (Cont.)

- Skill in working with people as individuals, groups, and staff (teamwork) to accomplish individual and/or group goals.
- Evidence of drive and initiative as demonstrated by personal experience and previous employment (must be a self-starter and able to complete projects with minimal oversight).
- Demonstrated leadership ability.
- Ability to communicate (oral, written, listening, and public speaking/presentation skills).
- Understanding of different ethnic and socioeconomic audiences and a commitment to developing and delivering both inclusive and targeted programming.

DESIRABLE

- Experience creating custom builds of software to push to users.
- Experience with firewalls.

BENEFITS: Based on full-time employment. Twenty-four working days vacation each year, 15 days sick leave. Enrollment in group health, life and accident insurance, various retirement plans, work injury benefits, and disability insurance are all available.

Available personal transportation required, travel allowance provided.

Colorado State University is an equal opportunity/affirmative action institution and complies with all federal and Colorado State laws, regulations, and executive orders regarding affirmative action requirements in all programs. The Office of Equal Opportunity and Diversity is located in 101 Student Services Building. In order to assist Colorado State University in meeting its affirmative action responsibilities, ethnic minorities, women, and other protected class members are encouraged to apply and to so identify themselves.

Colorado State University Extension operates in compliance with the same laws and executive orders as the University as administered by the U.S. Department of Agriculture relations. As a part of the USDA regulations, the Extension Equal Employment Opportunity representative may be contacted at 1311 South College Avenue, Room 102, Colorado State University.

Under the Colorado Open Records Law in order for application materials to be treated as confidential a specific written request that all materials submitted be held in confidence must accompany your application. Such confidentiality cannot be extended to those identified as "finalists" i.e. selected for interview by the Search Committee.

BACKGROUND CHECK: Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.

Application process and additional information may be obtained at our Web site: www.ext.colostate.edu (click on Employment) or by contacting:

Judith A. Barth, Ph.D., Assistant Director, Operations
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cepersonnel@ext.colostate.edu
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#03-10 01/20/10

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