**Position Title:** IT Help Desk Consultant  
**Job Bulletin Number:** 103307  
**Classification:** Information Technology Consultant, Foundation Level  
**Department:** Information Technology  
**Full/Part-time:** Full-time  
**Employment Type:** Probationary/Permanent  
**Bargaining Unit:** 9, CSUEU  
**Pay Plan:** 12 month  
**Salary Range:** $3,470 - $6,681 per month. Hiring salary range budgeted at $4,400 – $4,900 per month commensurate with education and experience.  
**Benefits:** Premium benefit package includes outstanding health, dental and vision plans; life and disability insurances; pension (CalPERS); tuition fee waiver; and 14 paid holidays per year. See our [benefits website](http://www.csum.edu/web/hr/careers) for additional information.  
**Pre-Employment Conditions:** Background including DMV records check  
**Closing Date:** Open until filled. A review of applications will begin Wednesday, February 16, 2022 and the review period may end at any time thereafter.

**POSITION SUMMARY:**  
Under the general supervision of the Chief Information Officer, and the direction of the Help Desk Lead, the incumbent provides technology support to Cal Maritime’s faculty, staff, and students. The incumbent provides first-level consulting support for customers through walk-in, email, phone, remote control, and on-site visits, and coordinates with other IT areas to resolve technology issues.

**HOW TO APPLY:** Interested parties should submit the Cal Maritime Employment Application, a cover letter and resume. Apply on-line at [http://www.csum.edu/web/hr/careers](http://www.csum.edu/web/hr/careers).
ABOUT THE CALIFORNIA STATE UNIVERSITY MARITIME ACADEMY:
Established in 1929, California State University Maritime Academy, a campus of the California State University, is the only degree-granting maritime academy on the West Coast. Located on a scenic waterfront site in Vallejo, the campus serves a student population of approximately 1100 undergraduates and 50 graduate students. The campus currently offers undergraduate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A master’s degree in Transportation and Engineering Management is offered as well as a number of extended learning programs and courses.

MAJOR RESPONSIBILITIES:

**Customer support**
- Provide, telephone, email, remote control, and on-site support to faculty, staff, and students for information technology and audio-visual services including problem resolution
- Assist users with audio-visual and computing equipment and software in classrooms and conference rooms
- Issue port passes to cadets, faculty, and staff
- Gather customer requirements and collaborate with help desk staff to provide recommendations for software, hardware, and other components necessary for a complete technology solution
- Provide support and training for computer labs and conference rooms

**Setup and configuration**
- Install and configure audio-visual and computing equipment
- Setup audio-visual and computing equipment for events and conferences

**Documentation**
- Report on projects and progress to help desk lead
- Document frequently occurring issues into knowledge base
- Create and read schematics and knowledge base articles
- Create, monitor, and complete tickets and distribute tickets to other IT staff (systems, network, PeopleSoft, information security, etc.) when needed

**Asset management & inventory**
- Organize and maintain orderly work environment, label equipment to be used as spares or e-waste, keep equipment grouped by categories
- Assist with inventory of information technology and audio-visual equipment
- Decommission obsolete or inoperative equipment and prepare e-waste documentation

**Research and training**
- Develop and maintain expertise with hardware and software supported by Cal Maritime
- Attend training for new products and applications; keep current on new technologies

REQUIRED QUALIFICATIONS:
- A basic foundation of knowledge and skills in technical information systems and application program packages is a prerequisite. This foundation would normally be obtained through a bachelor’s degree in computer science, information systems, educational technology, communications, or related fields, or similar certified coursework in applicable fields of study. Foundation knowledge and skills for the Information Technology Consultant, depending on the nature of the position assignment, may include working knowledge of common software application packages, equipment platforms, reference database systems and sources, and training methods and a basic understanding of networks, data communication, and multimedia systems.
- Work experience in support of audio-visual, computers, and peripherals in help desk environment
- Working knowledge of desktop and mobile operating systems including:
  - Microsoft Windows
  - MacOS
  - iOS
  - Android
- Working knowledge of desktop applications, related hardware, and workstation management tools such as:
  - Microsoft365 online and installed applications
  - Desktop security products including anti-virus solutions
• Adobe Creative Cloud applications
• Active Directory
• Knowledge of current technological trends and developments
• Basic understanding of computers and peripherals and the interrelationship to network infrastructure, systems administration, administrative applications, and information security
• Ability to develop and document guidelines for technical and end-user staff
• Analytical, troubleshooting, and problem-solving skills
• Strong interpersonal and communication skills
• Good organizational skills and ability to manage numerous concurrent projects
• Team approach to projects, including the ability to work with internal IT staff, vendors and other external partners
• Ability to multi-task and use independent judgment
• Experience providing audio-visual support including projectors, TVs, sound systems, adapters
• Strong customer-service experience

PREFERRED QUALIFICATIONS:
• Experience working in higher education or similar organizational environment
• Knowledge of work management solutions, such as ticketing solutions
• Experience with academic software packages such as SPSS, Minitab, MATLAB, ArcGIS/ESRI
• Experience working on projects
• ITIL Foundation Certification, Microsoft certification(s), Project Management Certification

SPECIAL CONDITIONS: The incumbent may be required to provide IT support for up to two months on the annual training cruise aboard the Training Ship Golden Bear. Incumbent will be subject to an annual cruise physical and drug screening prior to participation. The incumbent must also have or be able to obtain Merchant Mariners Document issued by the US Coast Guard, and a TWIC card issued by the Transportation Safety Administration. In addition, each year the candidate must satisfactorily complete a physical and drug screening for participation in the training cruise.

PHYSICAL, MENTAL and ENVIRONMENTAL CONDITIONS:
• Up to 40% of the activities involve sitting, standing, squatting, kneeling or walking; involves lifting heavy weight objects limited to 50 pounds; may involve pushing and pulling objects within the weight limits.
• Drives motorized equipment

HOURS of WORK/TRAVEL: May be required to work evenings, weekends, holidays. Occasional travel for training outside of normal business hours may be required.

BACKGROUND CHECK: Satisfactory completion of a background check (including a criminal records check and DMV records check) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

ELIGIBILITY TO WORK: Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

TITLE IX: Please view the Notice of Non-Discrimination on the Basis of Gender or Sex and Contact Information for Title IX Coordinator at: https://www2.calstate.edu/titleix

EEO STATEMENT: Cal Maritime is an Equal Opportunity, Affirmative Action Employer. The university subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, covered veteran status, or any other protected status. Reasonable Accommodations will be provided to applicants with qualifying disabilities who self-disclose by contacting the Benefits Coordinator at (707) 654-1146.