



IT Specialist

About Erskine College

At the heart of Erskine College is its Christian identity. The mission of Erskine College is to glorify God as a Christian academic community where students integrate knowledge and faith, equipped to flourish as whole persons prepared for lives of service, leadership, and influence through the pursuit of undergraduate liberal arts, graduate, and seminary education.

Description

Erskine College and Theological Seminary has an immediate opening for an Information Technology Specialist in the Information Technology Department.

Responsibilities

- Providing first level computer support
- Perform installations of PC hardware and software
- Provide end user training, create and maintain technical documentation
- Participate in network expansion and other technology projects and duties as assigned

Qualifications

- A personal relationship with Jesus Christ
- Commitment to Erskine's vision and mission
- Willingness to offer spiritual support to students and staff
- Embrace, support, and promote the Erskine mission statement
- Associate's degree required, bachelor's degree preferred
- Possess the ability to write technical and user documentation
- Experience with support for Microsoft Windows operating systems
- A+ Certification desired
- Programming experience a plus
- Database management experience a plus
- Ability to work flexible hours, including weekends
- Excellent communication, interpersonal, and organizational skills
- Ability to work in a team environment as well as independently with commitment to deadlines

Application Process

To ensure full consideration, interested candidates should complete the online application, which can be found [here](#). In addition, please provide the following:

- Resumé
- Cover letter
- References (at least three)