



Technology Support Specialist

Kentucky Wesleyan College is a leader in liberal arts and professional education with a long-standing reputation for quality and academic excellence. Currently serving approximately 750 students, Kentucky Wesleyan provides a challenging and supportive academic experience, a positive work environment, and a stimulating culture.

Kentucky Wesleyan College seeks applicants for a part-time Technology Support Specialist to provide technology and media support for classroom instruction and campus events.

Responsibilities

Major responsibilities include, but are not limited to:

- Providing technology support for classroom instruction, Kentucky Wesleyan activities and events, and external entities holding events on campus.
- Training, scheduling, and supervising Wesleyan student workers assigned to the technology/media services area.
- Answering calls to the Help Desk and creating Help Desk tickets.
- Maintaining printers and printer supplies in classrooms and labs.
- Installing software and updates in classrooms and labs.
- Organizing, maintaining, and ordering multimedia equipment and supplies.
- Maintaining a record of multimedia installations on campus.
- Assisting in the configuration of classroom technology/media installations.
- Maintaining technological competence through continuing education and participating in professional activities.

Qualifications

Applicants must have evidence of computer and multimedia literacy and an interest in expanding these skills and knowledge. Customer service skills are required, as is the ability to work independently and be self-motivated. Applicants must occasionally be able to work nights and weekends. Preferred qualities include experience providing multimedia support to users in an educational/instructional environment and prior experience providing sound support for events.

To Apply

Please submit a cover letter and resume to Cindy Sublett in Human Resources at csublett@kwc.edu. Applicants will receive an email confirming receipt of materials. Review of applications will begin immediately and will continue until the position is filled. Kentucky Wesleyan College is an equal opportunity employer.

A background check will be required of the successful candidate. The College will not sponsor applicants for work visas.

Additional Information

Kentucky Wesleyan College is a private, four-year liberal arts institution located in the vibrant city of Owensboro. A United Methodist-related college founded in 1858, Wesleyan is known for excellence in academics and a superior residential experience. Kentucky Wesleyan earned a #8 ranking in 2017 from U.S. News & World Report as a Best Regional College in the South, along with a #3 ranking in the South in the category of “Great Schools, Great Prices,” which measures academic quality compared to cost of attendance.

Kentucky Wesleyan students can choose from 29 majors and 13 pre-professional programs. Classes have a 12-to-1 student-faculty ratio, and 88 percent of the faculty have a Ph.D. or terminal degree. The College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate degrees.

The College employs approximately 200 faculty and staff who work together on a single campus. A hallmark of the Kentucky Wesleyan experience includes “The Wesleyan Way,” beliefs which guide the entire college community:

- We do everything with honor.
- We always support each other.
- We will compete with integrity.
- We love each other in Christ.

The Kentucky Wesleyan Panthers compete in NCAA Division II and are members of the Great Midwest Athletic Conference. Athletic teams include baseball, basketball, cross country, football, golf, soccer, softball, tennis, track and field, volleyball, and wrestling.

More information about Kentucky Wesleyan College may be found at <https://www.kwc.edu/> and <http://www.kwcpanters.com/>.