

## **Appalachian College of Pharmacy**

### **Information Technology Specialist**

The Appalachian College of Pharmacy is seeking a full-time campus-based Information Technology (IT) Specialist. The IT Specialist will assist the Director of Safety and Technology with daily tasks. Responsibilities include:

- Install, configure, maintain and secure Windows Servers and Desktops;
- Configure and manage Google GSuite for Education;
- Install, configure, maintain a wired and wireless networking environment;
- Provide IT helpdesk support for college personnel and students;
- Update and maintain the College website and internal intranet sites;
- Train college employees and students to use electronic systems and equipment; and
- Maintain Audio-Visual equipment and systems; and
- Evaluate new and emerging IT hardware and software.

QUALIFICATIONS: Qualified candidates must have a Bachelor degree (or equivalent), proficiency with Microsoft products, and experience with IT hardware and software maintenance. Experience working in an educational environment is preferred. Residency in Buchanan County is required or willingness to relocate. Salary will be commensurate with experience and education.

Applicants should submit a completed application (available at [www.acp.edu](http://www.acp.edu)), a letter of intent, resume, and contact information for three references to Human Resources, Appalachian College of Pharmacy, 1060 Dragon Road, Oakwood, Virginia 24631. Electronic submissions may be faxed to 276-498-4193 or emailed to [HR@acp.edu](mailto:HR@acp.edu).

The Appalachian College of Pharmacy is certified to operate in Virginia by the State Council for Higher Education of Virginia and is an equal opportunity employer.