Bemidji State University and Northwest Technical College invite applications for the position of:

**Help Desk Specialist**

**MAPE JOB POSTING**

**CLASSIFICATION:** Information Technology Specialist 1 / ITS 1 (PCN 00226020)

**OPENING DATE:** August 2, 2021

**CLOSING DATE:** Applications will be accepted until the position is filled. Initial review of applications will begin on **Wednesday, August 18th** so applications should be submitted by that time for guaranteed consideration.

**JOB TYPE/SCHEDULE:** Unlimited Full—time; Monday – Friday 8:00 a.m. – 4:30 p.m.

**SALARY:** Depends on Qualifications; current salary range is $21.72 - $32.60 per hour

**BEMIDJI STATE UNIVERSITY (BSU) AND NORTHWEST TECHNICAL COLLEGE (NTC) invite applicants to join our team as the Help Desk Specialist.** BSU and NTC provide a rigorous academic environment with the opportunity to enjoy a fun, robust, outdoor culture. The proximity to the lake and the surrounding north woods allows easy access to an assortment of recreation. BSU and NTC are members of the Minnesota State system of colleges and universities.

BSU’s vision is to educate people to lead inspired lives. To accomplish BSU’s vision, the University prioritizes creating a culture in which diversity is embraced and all people are safe, welcome, and validated. BSU also prioritizes increasing engagement with Indigenous communities to become a destination university. BSU enrolls around 5,000 students and offers more than 70 undergraduate majors and eight graduate degrees encompassing arts, sciences and select professional programs. BSU’s **Shared Fundamental Values** include civic engagement and leadership, international and multicultural understanding, belief in the power of the liberal arts, and environmental stewardship.

NTC has prepared students for fulfilling careers in high-demand fields for more than 50 years. The college’s accessible, affordable, hands-on programs also help the region’s employers meet their ever-growing need for a highly skilled workforce. NTC serves more than 1,000 students with an excellent education, an open-enrollment policy and affordable tuition. Students may pursue nearly 40 degree, diploma and certificate programs in six distinct career paths. Classes are offered on campus, online, or as a combination of both.

The **Help Desk Specialist** provides IT support for all employees and students at BSU and NTC. Duties include problem diagnosis, troubleshooting, and resolution or escalation of issues as required. Support encompasses hardware, network, operating systems (Apple, Windows, and mobile OS) and standard productivity applications. This position will work closely with IT student employees and is expected to work at both campuses (BSU and NTC).
Responsibilities of the Help Desk Specialist include:

1. Providing timely telephone, electronic, and in-person support and problem resolution for BSU and NTC employees and students regarding all IT issues. Supported by the accurate and detailed use of IT Service Management Systems (ITSM), the Specialist defines, researches, analyzes and documents problems to determine appropriate course of action, and is responsible for escalating tickets to other technical experts as appropriate. **Percent of Time: 60%**

2. Working closely with the manager of student workers and coordinating, delegating tasks to, and regularly communicating with student workers on IT initiatives. **Percent of Time: 20%**

3. Creating and maintaining internal and external (public) IT knowledge documentation of procedures in use by BSU and NTC communities. Assisting with training of faculty, staff, and students by use of personal or electronic methods. **Percent of Time: 10%**

4. Through attendance of workshops, seminars, webinars and other opportunities, staying informed, engaged, and knowledgeable of current and new technology trends, especially those being deployed, or being considered for deployment at BSU or NTC. Researching specific applications for process improvement and making recommendations and preparing documentation and training materials to departments as requested. Performing other duties as assigned to ensure smooth functioning of department. **Percent of Time: 10%**

Minimum qualifications for this position include:

- Previous IT service-desk experience.
- Knowledge of a variety of computer hardware including Apple and Windows platforms, printers, tablets and mobile OS devices, and peripherals, sufficient to analyze, solve, or recommend solutions.
- Familiarity with a variety of software applications including Microsoft Office and Internet applications sufficient to analyze, solve or recommend solutions.
- Familiarity with common network concepts and protocols.

Preferred qualifications include:

- Associates or Bachelor’s degree in computer science or related field.
- *Computer Helpdesk Technician* Certification.
- Familiarity with ITIL (Information Technology Infrastructure Library) service model.
- 3+ years’ experience in a customer service position.
- 2+ years’ experience working in an education or corporate support desk environment.
- Demonstrates a knowledge of, an interest in, or experience with, diverse cultures and populations.

To facilitate proper crediting, please ensure that your application and/or resume clearly demonstrate fulfillment of the qualifications.

Other considerations:

- All applicants must be able to lawfully accept employment in the United States at the time of an offer of employment.
- Official transcript(s) must be provided to Human Resources upon hire.
- Employment for this position is covered by the collective bargaining agreement for the Minnesota Association of Professional Employees (MAPE), which can be found at [https://mn.gov/mmb/employee-relations/labor-relations/labor/mape.jsp](https://mn.gov/mmb/employee-relations/labor-relations/labor/mape.jsp).
- Salary is commensurate with education and experience and the current salary range for this position is $45,351 - $68,069 annually or $21.72 - $32.60 per hour.
• In accordance with the Minnesota State Colleges and Universities (MinnState) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a vehicle Use Agreement form and conform to MinnState's vehicle use criteria and consent to a motor vehicle records check annually.

• BSU and NTC are tobacco free workplaces (see policy).

TO APPLY:

Apply for Vacancy Posting 47721, on the Minnesota Management and Budget website: http://mn.gov/mmb/careers/

If you are unable to apply online, please contact the job information line at 651.259.3637

For additional information about the application process, go to http://www.mn.gov/careers

Inquiries about the position:
Marie Bock, IT Infrastructure and Development Supervisor
Phone: (218) 755-2250
Email: marie.bock@bemidjistate.edu

If you have general questions about this posting or submitting an application, contact Teresa Hanson at teresa.hanson@bemidjistate.edu

All employees must comply with department and institution procedures and policies, MinnState policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.

UNIVERSITY / COMMUNITY
WHY BEMIDJI:

The greater Bemidji community has a population of 25,000 and serves as a regional center for education, commerce, recreation, health care, and the arts.

Bemidji State University, located amid the lakes and forests of northern Minnesota, occupies a wooded campus along the shore of Lake Bemidji. Enrolling more than 5,100 students, Bemidji State offers more than 80 undergraduate majors and eight graduate degrees encompassing arts, sciences and select professional programs. BSU is a member of the Minnesota State system of colleges and universities and has a faculty and staff of more than 550. The university’s Shared Fundamental Values include environmental stewardship, civic engagement and international and multicultural understanding.

Northwest Technical College has prepared students for fulfilling careers in high-demand fields for more than 50 years. The college’s accessible, affordable, hands-on programs also help the region’s employers meet their ever-growing need for a highly skilled workforce. NTC serves more than 1,000 students with an excellent education, an open-enrollment policy and affordable tuition. Students may pursue nearly 40 degree, diploma
and certificate programs in six distinct career paths. Classes are offered on campus, online, or as a combination of both. NTC is a member of the Minnesota State system of colleges and universities.

In this Northwoods setting, students, staff and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens who always come out to cheer for the Bemidji State Beavers. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Located between three American Indian reservations – Leech Lake, Red Lake and White Earth, students at Bemidji State University and Northwest Technical College have the opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive in from the south along Lake Bemidji.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Bemidji State and Northwest Tech are both conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks and more. Small, locally owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of campus — offers downhill skiing and campus-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

For further information, visit our websites at: http://www.bemidjistate.edu or https://www.ntcmn.edu/

Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at Bemidji 2.0

Bemidji State University and Northwest Technical College are Affirmative Action Equal Opportunity Employers and Educators. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.