



**Job Description:**

The Computer and Office Manager is expected to administer SGA's Windows 2000 server and internal network; perform general upkeep and maintenance on the office's other computer systems and related hardware, and software. The SGA COM also is responsible for the production of the Phiz in the fall; oversees ID card production; and keeps information on the SGA web page up to date. Additionally, this person is responsible for upkeep of the SGA Office, including general cleaning, organizing, ensuring office supplies are in stock, etc. Finally, the SGA COM will serve on the College's Computer Policy Committee, to communicate student technology needs and assure compliance with all Sterling College computer policy guidelines.

The Applicant should be well versed in Microsoft Windows 2000 or similar; networking and security; hardware and software upgrades, troubleshooting, and maintenance; and graphic design software. The abilities to meet deadlines and handle multiple projects simultaneously are essential.