



Position Title: Technology Equipment Manager	Reports to: <b>IT Director</b>
Department: <b>IT</b>	FLSA Status: Non-Exempt
Classification: <b>Regular Full Time</b>	Benefit Eligible: <b>Yes, Full Benefits</b>
SOC Code: <b>15-1232</b>	Last Updated: March 26, 2026
Location: <b>Keshena &amp; Green Bay Oneida Campuses</b>	Posting Status: 2nd Posting, Open to All
Grant Funded: <b>Partially Grant Funded</b>	Application Deadline: Until Filled

**Position Summary:** The Technology Equipment Manager will take ownership of all inventory management and device provisioning for the IT department at the College of Menominee Nation. They will spend their time organizing equipment, updating inventory management software, provisioning new devices, and communicating with staff, faculty, and students to ensure equipment is meeting their needs. As part of a small IT team, the Technology Equipment Manager will also contribute to routine help desk support as needed.

**Position Responsibilities and Duties:**

1. Inventory Management
  - a. Using the inventory management software, track the location and assigned user of all equipment as it is set up, moved, or decommissioned.
  - b. Organize and maintain IT storage rooms.
  - c. As requested, report to the IT Director on the status of equipment.
  
2. Device Provisioning
  - a. Setup new equipment for end users in accordance with IT policies and best practices.
  - b. Work with the IT Director to develop policies and best practices for new equipment.
  
3. Stakeholder Communication
  - a. Represent the IT Department in meetings with stakeholders to discuss equipment needs.
  
4. Help Desk Support
  - a. As assigned, complete regular help desk support tasks. This includes standard device, software, and operating system troubleshooting.

**Position Type/Expected Hours of Work:**

This is a full-time position. Standard days and hours of work are Monday through Friday, 8:00 a.m. through 4:30 p.m.

**Minimum Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**1. Education**

- a. A minimum of an associate's degree in Information Technology, or a related field. Bachelor's degree is preferred.

**2. Experience**

- a. Minimum of two years of experience in IT, inventory management, or a related field.

**3. Certifications and License-**

- a. IT related certifications are preferred.

**4. Specific Skills**

- a. Strong organizational skills
- b. Ability to learn new technologies quickly
- c. Strong ability to work independently

**5. Personal Traits**

- a. Dependability, Attendance and punctuality
- b. Communication Skills
- c. Customer Service to Students, Staff, Vendors and Contractors
- d. Judgement, Decision making and Problem Solving
- e. Innovation (Continuous Process Improvement)
- f. Attitude, Enthusiasm, Cooperation
- g. Managing Change and Adaptability

**Supervisory Responsibility:**

This position has no supervisory responsibilities.

**Physical Demands & Work Environment:**

Physical demands are classified as Moderate - lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds.

**Work Environment:**

While performing the duties of this job, the employee regularly works in an office setting. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Performs administrative office functions-Constant

-Exposure to office/class room environment- Frequently

-Exposure to shop or maintenance environment - Occasionally

**Tools & Equipment Used:** Office equipment including copy, scan, print, and fax machines, computers, calculators, and telephones.

		1-33% of time	34-65% of time	67-100% of time		1-33% of time	34-65% of time	66-100% of time	
Activity	Never	Occasional	Frequent	Constant	Activity	Never	Occasional	Frequent	Constant
Bend	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Lift/Carry</b>				
Squat/Kneel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10 lbs or less	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twist/Turn	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11-20 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21-30 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31-50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51-75 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handling/Fingering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	76-100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Push / Pull</b>				
Repetitive Motion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12 lbs or less	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	13-25 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	26-40 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	41-70 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Special Activities</b>					71-100 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand Control-L&R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Tools</b>				
Foot Control-L&R	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Small Hand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type/Keyboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Power	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drivers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forceful Grip	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I have read and understand the expectations and physical requirements of this job description.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature

*The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.*