IT Administrator

Position: IT Administrator

Type:Full Time, Exempt

Effective Date:July 1, 2016

1. Needed Qualifications
2. Bachelors Degree in related field, Associates Degree with 3 years work experience, or 5 years related job experience
3. Knowledge of a range of networking systems
4. Knowledge of computing and computer network hardware, software and peripherals
5. Exceptional Organizational and Communication Skills
6. High quality standards
7. Excellent organizational skills required
8. General Responsibilities
9. Support existing Network Infrastructure and all devices (ex. Desktops, laptops, printers, etc.)
10. Keep existing network functional and operational, including workstation support (occasionally requires evening availability during conferences and special events).
11. Provide IT support to staff
12. Assist with all technology needs in the organization.
13. Specific Responsibilities
14. Oversee, maintain and inventory technology assets.
15. Maintain network security for local and remote clients.
16. Assist with the technology needs of events and conferences
17. Support Phone system and its expansion.
18. Oversee and/or assist with special IT projects
19. Advise leadership of IT related issues and provide insight into needed changes to help the adaptability of Global Awakening to an ever-changing technical world.
20. Manage security updates and ensure network security
21. Assist in creating and maintaining budget for IT dept.
22. Ensure World-Wide connectivity for data and voice communications for remote and travelling employees
23. Stay current with emerging technologies and work on strategic deployments.
24. Requirements to Apply
25. Qualified Candidates please submit a resume to work4global@globalawakening.com