

Network & Computer Systems Administrator Assistant

Ideal candidates should be highly accountable, have a high level of attention to detail, good problem solving skills, and a willingness to learn. A general level of expertise in networking and computer systems is expected. Training will be provided as needed to accomplish essential job functions as defined below.

Core work hours are from 8 a.m. - 5 p.m. with flexible scheduling available to accommodate schedules.

This part-time position reports directly to the IT Manager.

Essential Job Functions:

- Administer system security and access control. Create user accounts, administer rights, manage system access and password, expire accounts
- Administer Exchange Server mailboxes, groups and contacts
- Administer Office 365 licensing, support and system installation
- Monitor and respond to help desk tickets in a timely fashion
- Troubleshoot and resolve issues submitted by church staff
- Train and support church staff on computer system use, phone system use, Office 365, email and security best practices
- Maintain system and support documentation
- Maintain inventory of church wide computing assets
- Maintain firewalls, switches, access points, cabling and ups
- Maintain and configure phone system and voice mail system
- Install, configure, maintain and troubleshoot system printers
- Maintain consumable inventory for system printers
- Implement hardware and software upgrades
- Maintain system event logs
- Assist with research, planning, purchasing and implementation of new systems including installation, configuration, testing and troubleshooting hardware and software
- Monitor and resolve security issues across the church network

Interested? Email your cover letter and resume to Ned Davis at ndavis@westshorefree.org.