

Department: Information Technology  
Position: Information Technology Technician

Position is Part Time – 16 hours per week

## **PURPOSE OF POSITION**

Provide onsite technical support to St. Aloisius Medical Center. Install and configure computer systems, diagnose hardware and software faults and solve technical and applications problems, either over the phone or in person. Serve as the facility point of contact working directly with St. Aloisius managed service provider NorthStar Technology Group to provide services.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

IT technician is mainly responsible for the smooth running of computer systems and ensuring users get maximum benefits from them. Individual tasks vary, but may include:

1. Installing and configuring computer hardware operating systems and applications.
2. Maintaining a physical inventory of computer systems and networking equipment.
3. Talking staff through a series of actions, either face to face or over the telephone, to help set up systems or resolve issues.
4. Troubleshooting system and network problems and diagnosing and solving hardware or software faults.
5. Replacing parts as required.
6. Following diagrams and written instructions to repair a fault or set up a system.
7. Supporting the roll-out of new applications.
8. Setting up new users' accounts and profiles and resolving security and password issues.
9. Responding within agreed time limits on existing problems.
10. Conducting electrical safety checks on computer equipment.
11. Other tasks as assigned.

## **QUALIFICATIONS/ EDUCATION/ BENEFITS**

1. Associate Degree in Computer Science, Information Systems, or a similar field is preferred.
2. Will consider High School diploma with previous experience in IT field or certification.
3. Exceptional communication, problem-solving, and analytical skills.
4. Ability to professionally handle interactions with staff and customers
5. Must communicate positively and effectively with all staff and support the goals, objectives, and strategic plans, as defined by Administration.
6. Part time benefits available include Paid-Time Off, onsite daycare.

Position Availability Date: January 7, 2019

Date posted: December 17, 2018. Closing Date: Open Until Filled.

Person to contact for more information or to send resume to: Sandy Teubner, 324-5103 or [steubner@staloisius.com](mailto:steubner@staloisius.com).

Applications available on [www.staloisius.com](http://www.staloisius.com).

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