



Support Administrator (IT Administrator)

Job Title: Support Administrator

Classification: Part-Time

Reports To: Director of Operations | Executive Director

Hourly Wage: \$20

Summary:

The Support Administrator will support the following Departments/Divisions:

- Coordinated Service
- Administrative Division

Responsibilities:

IT Support

- Setting up new team member computers with technology
- Installation of new software and hardware components.
- Regularly evaluating our IT systems to ensure they meet the necessary demands.
- Equipment tracking
- Assisting with network administration tasks.
- Ensuring data storage is safe and secure.
- Resolving all issues team members have with their IT systems and software.
- Supporting the day-to-day operations of our computer network.

Other Requirements

- Participate in organizational activities.

- Support the Mission and Vision statements.
- Supporting the other location offices

Qualifications:

- Strong, analytical, diagnostic and problem-solving skills.
- Computer skills, including proficiency in Microsoft Office Suite, Salesforce (helpful but not required)
- Ability to successfully organize and prioritize tasks to meet goals, solve problems and generate creative solutions.
- Ability to function independently within established guidelines.
- Exceptional written and verbal communication skills

Benefits:

- 5 days PTO
- 4 hours community volunteering or school functions
- Flexible scheduling/ in office and remote
- Benefits package
- Monthly Wellness activities

Apply:

- Send Resume to TeamSupport@ConnectAbilityMN.org
- Call 320.253.0765 to request an interview