Part-time IT Support Associate Job Description

Position Name: IT Support Associate

Reports to: Office Manager

Job Overview: Supports company operations by maintaining IT systems and providing information management support to the President/CEO and staff.

Description:
This job requires you to be an organized, dependable, and energetic team player who can work in areas such as development/programming, communications, technical support, or similar functions depending on the needs of the company. The ideal candidate would have a Bachelor’s degree and a flexible schedule.

Duties and Responsibilities:
• Installing and configuring computer systems, emails, and company networks and security systems
• Diagnosing and solving hardware/software faults
• Serving as a technical resource

Required Qualifications:
• Prior experience working with information systems in a support role
• Knowledge of relevant software computer applications and equipment (includes Microsoft Office Suite and Quickbooks)
• Knowledge of PCs and MACs
• Motivated, well-organized and extremely detail-oriented
• Strong critical thinking skills with the ability to identify and solve IT problems
• Bachelor’s degree

Pay commensurate with experience.