

# IT Specialist

## Position Specific Competencies:

- A heart for the lost
- Excellent leadership skills demonstrating the ability to lead others in effective and honoring ways
- Self-motivated and flexible leadership style
- Proficient use of Word, Excel, email and Internet applications
- Knowledgeable of current digital trends
- Technologically oriented

## Key Job Responsibilities Include:

- Completing projects to maintain, implement and improve systems, infrastructure, SAAS, services, data, and other categories of technology
- Maintaining staff digital assets (including but not limited to: devices, subscriptions, services, software web access, programs) to ensure security and compatibility across the organization
- Integrating new technological resources as assigned by supervisor to create efficiencies that drive organizational performance
- Protecting systems, platforms and proprietary & confidential data through a comprehensive network security strategy
- Providing responsive customer service for staff digital needs including but not limited to: software, hardware, systems, and infrastructure
- Supporting weekend technology for all campuses' needs through a combination of training & empowerment of staff/volunteers, regular presence and weekday maintenance
- Project Management as assigned by supervisor
- Attending and participating in meetings as assigned by supervisor
- Contributing to the development of metrics and goals that will enable insight into progress and frame data driven decisions