



IT SPECIALIST

Job Category: IT/Facilities

Schedule: Full-Time, Monday - Friday

Location: Potosi

Pay Rate: Starting pay \$22/hour

Great Mines Health Center is currently seeking an experienced, motivated, mission-oriented IT Specialist to complement our current IT staff. The IT Specialist is responsible for providing support for our internal computer users and assessing individual and departmental IT needs.

Required Skills:

- A high school diploma or GED is required.
- Must possess and maintain a valid driver license.
- Able to pass background check and employment drug screen.
- Strong computer knowledge and skills. Microsoft certification a plus
- Good oral and written communication skills; self-starter; great organizational skills and time-management capabilities.
- Experience with job duties listed below.

Job Duties:

- Assist in cyber security awareness training programs for staff.
- Review monthly vulnerability scan reports and take action to repair vulnerabilities, including manually updating endpoint software.
- Manage all IT assets in asset tracking software.
- Monitor devices for upcoming warranty expirations and end of life hardware.
- Ensure that all devices have the software assets installed.
- Coordinate device warranty repairs or replacements.
- Assign hardware to staff.
- Manage printers, including setting up scan folders for staff, as well as coordinate any repairs required by the printer company.
- Manage phone system.
- Manage all domain user accounts, group policies, domain computers and security groups in Active Directory.
- Manage domain IP addresses and DHCP.
- Manage third-party integration software.
- Manage Microsoft Office 365 tenant through various online admin consoles hosted by Microsoft. Assign user accounts. Create and assign email addresses and mailboxes.
- Manage multi-factor authentication
- Respond to IT-related questions and requests.
- Assist with IT portion of new employee orientation.