



JOB ANNOUNCEMENT

Hamilton-Madison House is seeking a full time IT Specialist responsible for providing support for HMH's technology infrastructure. S/he will learn to support the following: LAN; WAN; Data Servers; Email System; Antivirus system; Backup systems; Hardware; Software; and provide user support. The IT Specialist will interact with staff at all levels and all site locations. Externally, this position may interface with IT contacts, technical contractors, and vendors that provide technology resources and support to Hamilton-Madison House. The position reports to the IT Director.

Minimum Qualifications:

- Associate degree in Computer Science or related field; relevant work experience a plus.
- General understanding of the following concepts: TCP/IP, DNS, DHCP, WINS, AD, IIS, SMTP, POP3, FTP
- Knowledge of Windows Server and VMware a plus.
- Excellent interpersonal skills

Essential Functions:

- Support the agency's WAN and LAN systems including VMware
- Support network servers, workstations and laptops
- Support network security and user access
- Support backup and antivirus systems
- Install workstations and peripherals like printers, routers and switches
- Install and troubleshoot network cables and physical infrastructure
- Configure hardware and software to agency's needs and standards
- Troubleshoot hardware and software issues
- Support VoIP telephone technology in agency
- Provide general support to staff regarding generic software and internet access
- Lift and move IT equipment up to 25 lbs, when necessary
- Support email system and provide user support
- Assist to organize and inventory supplies and computers
- Support our ISP connections
- Support agency's mobile devices
- Assist the IT Director in knowing of new and trending technologies

Compensation: Commensurate with qualifications and experience

Hours: 35 hours per week, Monday to Friday

To Apply: Submit your cover letter and resume to:

Human Resources

Fax: 212-349-2793

Email: hrdept@hmhonline.org

Posting Date:

June 11, 2018

Application Deadline:

Until filled

Hamilton-Madison House is an Equal Opportunity Employer