

ARCTIC SLOPE NATIVE ASSOCIATION
JOB VACANCY ANNOUNCEMENT

Opening Date: February 11, 2016

Position:

Information Services Technician

Closing Date: Until Filled

Reports to: Information Services
Administrator

Salary/Wage: Grade F; \$24.96 - \$27.00

Hours: Monday – Friday; 8:00 a.m. – 5:00 p.m.

Department: Information Services

Location: ASNA

Brief Summary:

Assist with computer network operations; configure computer systems and computer peripherals (printers, scanners, monitors and etc.), and support computer operators with day-to-day computer operations and troubleshooting.

Qualifications:

High school diploma or general education degree (GED).

Associate's Degree in Computer Science, Information Systems Management, or related field, or the equivalent training and work experience preferred.

One or more years related experience and/or training; or equivalent combination of education and experience.

Valid State of Alaska Drivers License.

Desired Knowledge, Skills and Abilities:

Working knowledge of information systems including computer hardware, networks, software and peripherals.

Ability to use scanners and digital photo equipment and to manipulate digital images with software.

Ability to read, comprehend and write instructions, short correspondence and memos to other employees of the organization.

Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

Ability to deal professionally, courteously, and efficiently with the public and to remain calm under stress.

Good problem-solving skills.

Good organizational skills.

Responsible to take call on evenings and weekends.

Proficient knowledge of Microsoft software, such as Word, Excel, Access, Exchange and Outlook. Proficient knowledge of internet, email and desktop publishing software.

Knowledge of Sharepoint, RPMS/EHR, Microsoft Great Plains, and QS1 preferred.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

PO Box 29 * Barrow, AK 99723 * 907.852.9204 * FAX 907.852.6217

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

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