

JOB VACANCY ANNOUNCEMENT

Opening Date: June 17, 2021

Closing Date: June 24, 2021

Position: **Information Services Technician**

Reports to: Vice President of Finance

Salary/Wage: Grade 11; \$31.78 - \$35.09/HR DOE

Department: Information Services

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

Location: ASNA

Summary:

Under the direction of the Information Services Director, the Information Services Technician(Intern) assists with computer network operations, configures computer systems and computer peripherals (printers, scanners, monitors and etc.), and supports computer operators with day-to-day computer operations and troubleshooting.

Essential Job Functions:

- Perform personal computer troubleshooting to isolate and diagnosed common personal computer problems.
- Upgrade personal computer hardware and software components as required.
- Respond to the needs and questions of users in troubleshooting and assist with software related issues.
- Assist Information System Manager with network related issues.

Qualifications:

- High School Diploma or general education degree (GED); and
- Six (6) to nine (9) months related experience and/or training; or equivalent combination of education and experience.
- Prior experience as an ASNA Intern or experience working in a healthcare environment is preferred.

Desired Knowledge, Skills & 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 and comprehend 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.

Computer Skills:

Proficient knowledge of Microsoft Word, Microsoft Excel, Microsoft Access, RPMS, Mardon, Fund ware, Internet, E-mail, Visio, Desktop Publishing Software and other programs and software(s.)

Contact: Human Resources Department, Arctic Slope Native Association

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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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