

NORTH AMERICAN DIVISION

JOB OPPORTUNITY

Applications for the job listed below will be accepted from the time of posting from North American Division employees **WITH AT LEAST ONE YEAR OF SERVICE IN THEIR CURRENT POSITIONS.**

TITLE OF JOB: Applications & Systems Specialist

DEPARTMENT: Information Technology Services (NAD-ITS)

SUPERVISOR: Director, NAD ITS

POSITION SUMMARY: Serves as an application specialist to the information Technology Services Department as it pertains to configuration, customization, and maintenance of specified mission critical applications. Additionally, will provide support in areas of Systems Administration, Desktop Support, Network and Infrastructure needs. Position requires a high degree of interaction with users of software, value added resellers, consultants, and department leaders to aid in the transformation of business intelligence from other departments personnel into usable software solutions. Must be able to use a variety of skills to develop solutions, writing the application(s), and identify where alternate solutions will be of better value and service to the department. Must meet required HIPPA certification and be able to provide a high level of integrity and trust with sensitive data.

AUTHORITY, ACCOUNTABILITY: Reports to Director of ITS. Work is performed with limited supervision. Work requires the ability to carry out duties and meet deadlines independently while following specific guidelines.

ESSENTIAL JOB FUNCTIONS:

- Manage relationships with contractors, resellers, or consultants related to specific software(s).
- Coordinates with personnel within each department to identify processes and workflows and collaborate on desired areas of improvements.
- Manage small projects within the software applications as assigned, with special attention to scheduling needs and scope.
- Plan and execute solutions to provide efficient workflows and business processes within the software(s)
- Assist end users with PC hardware and software needs.
- Work closely with supervisor in the design, installation, maintenance and troubleshooting of specified applications including but not limited to all aspects of Laserfiche Software, Microsoft Hyper-V, Microsoft Windows Server, Microsoft SQL Server, IIS, File Sharing, permissions, and rights.
- Work with supervisor on network firewall security
- Other duties as assigned.

EDUCATION\EXPERIENCE\CREDENTIALS: Bachelor's (BA/BS) degree with courses in computer science preferred. Relevant and successful work experience may be acceptable in lieu of academic requirement. Experience with Systems Administration or Application management experience preferred. Comprehensive knowledge of microcomputer equipment and software, as well as a broad understanding of hardware, networks, software configuration, and web services, required.

KNOWLEDGE AND SKILL: Must possess the ability to effectively present facts and recommendations in oral and written form. Requires ability to perform systems administrative functions. Must be able to Analyze business process and identify alternatives to make them more efficient and secure using technology. Must be able to establish and maintain software related problems. Must have willingness to learn new skills and keep knowledge updated. Must be user friendly, courteous, have good communication skills, and be self-motivated with the ability to complete tasks with little supervision.

If interested in the above position please contact us at jobs@nadadventist.org to receive an application.

Posted:

Wednesday, October 3, 2018 @ 7:30 p.m.