

Information Systems Technician (Temporary Position)
Headquarters of Carnegie Institution for Science
1530 P Street, NW
Washington, DC 20005

Responsibilities

- Assist the Systems Administrator with deployment of new hardware, software and limited user training
- Assist with the ongoing support and maintenance of desktop and server hardware and software which do not require engineering skills to resolve
- Perform routine tasks associated with IS operations under direct supervision by the Systems Administrator
- Tasks include monitoring systems in accordance with detailed instructions, providing first tier technical support and assisting higher tier support regarding computer operations and networks, installations, setups, error messages, system status, and downtime procedures, etc
- Participate in change management activities to minimize impact of service disruptions on end users

Qualifications:

- Undergraduate studies in computer science or related field is preferred
- Minimum 2 years of experience with Microsoft operating systems
- Minimum 1 year of experience with deployment of hardware and software
- Good communication skills
- Ability to follow written and verbal instructions
- Must be eligible to work in the United States

Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

This is a temporary, part-time, hourly position. To apply, please send cover letter and resume with your salary requirement to Gotthard Saghi-Szabo at gszabo@carnegiescience.edu. Applications may also be sent by mail to:

Gotthard Saghi-Szabo
Chief Information Officer
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1530 P Street, N.W.
Washington DC 20005

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