

## **Information Technology Administrator**

XYZ, an international trade association and award winning publications is seeking an experienced Information Technology Administrator. The experienced individual will perform a wide range of duties related to the operations and management of the technology based systems of the association. Duties will include the operations, maintenance, upgrade and installation of Windows desktop equipment, software, network, file servers, connections and associated peripheral equipment. In addition, the ITA will assist technology consultants, Apple support consultants and assist users in network and electronic systems operations.

### **Job Requirements**

Education, training, experience:

Candidates will have an associate degree in a technical discipline, such as Computer Science, Information Services, or related field, or equivalent experience. Two or more years of experience as a computer professional in a Windows desktop and network environment. Knowledge of security equipment, phone system and related hardware and software would be a plus.