Part-time IT Support Associate Job Description

**Position Name:** IT Support Associate

**Reports to:** Office Manager

**Job Overview:** Supports company operations by maintaining IT systems and providing information management support to the President/CEO and staff.

**Description:**
This job requires you to be an organized, dependable, and energetic team player who can work in areas such as development/programming, communications, technical support, or similar functions depending on the needs of the company. The ideal candidate would have a Bachelor’s degree and a flexible schedule.

**Duties and Responsibilities:**
- Installing and configuring computer systems, emails, and company networks and security systems
- Diagnosing and solving hardware/software faults
- Serving as a technical resource

**Required Qualifications:**
- Prior experience working with information systems in a support role
- Knowledge of relevant software computer applications and equipment (includes Microsoft Office Suite and Quickbooks)
- Knowledge of PCs and MACs
- Motivated, well-organized and extremely detail-oriented
- Strong critical thinking skills with the ability to identify and solve IT problems
- Bachelor’s degree

Pay commensurate with experience.