



# LAKESHORE

**Lakeshore Foundation is a non-profit 501c3 organization. Our mission is to encourage and provide opportunities for people with disability to live a healthy lifestyle through activity, research, advocacy, and health promotion.**

## **New Job Posting: Information Technology Specialist**

The IT Specialist will support Lakeshore's vision, mission and goals at all times and will assist the IT Coordinator and will be responsible for assisting with basic IT support for all Lakeshore Foundation staff.

### **PRIMARY JOB RESPONSIBILITIES:**

- 1) Responsible for networking, deploying, maintaining, and troubleshooting of Microsoft Windows and iOS computers and devices in a Windows based environment.
- 2) Responsible for serving as Help Desk support for desktop computer, applications, and other user equipment.
- 3) Responsible for setting up and maintaining user credentials for network, email, telephone, and voicemail accounts.
- 4) Responsible for supporting and training personnel on desktop applications, new technology, and systems as needed.
- 5) Responsible for setting up, maintaining, and troubleshooting printers, copiers/scanners, audio visual, and other peripheral equipment.
- 6) Responsible for maintaining equipment records.
- 7) Responsible for setting up audio/visual equipment for meetings.
- 8) Responsible for maintaining, troubleshooting, and operating facility security and video surveillance equipment and software.
- 9) Responsible for ordering and maintaining IT equipment and supplies.
- 10) Responsible for working with outside vendors as needed.

### **QUALIFICATIONS:**

Minimum of 2 years related work experience. Bachelors or Associates degree preferred in related field.

- Expertise in Windows 7 and Windows 10, Active Directory, Windows Server 2008 and 2012, and Microsoft Office Suite Applications.
- Proficiency in diagnosing and troubleshooting system and network related issues.
- Expertise integrating and maintaining iOS computers in Windows based environment.
- Experience with installing and replacing computer hardware.
- Expertise with virus removal.
- Experience with PCI Compliance.
- Experience working with Adobe Creative Cloud.
- Expertise in web conferencing software and audio systems.
- Commitment to working in a team environment.
- Strong organizational skills.
- Excellent interpersonal, verbal, and written communications skills.
- Certifications preferred, but not required.

CPR, Standard First Aid and AED desired (or willingness to obtain within 6 months of hire)  
Please forward resume and letter of interest to Debbie Smith, [debbies@lakeshore.org](mailto:debbies@lakeshore.org).

**Application Deadline: August 31, 2022.**