Part Time IT Support

Description

The Part Time IT Support person is responsible for multiple areas related to computer equipment. Those areas are installing, and upgrading desktop computers. Help setup Sound Reinforcement or Lighting for events at Discovery Park of America. This position is required to have the ability to walk, stand, sit, bend, climb a ladder work with hands, fingers, lift 75lbs and in different types weather.

Key Responsibilities:

- Work individually and as a team with co-workers to responsibly support and troubleshoot hardware, software, and network issues that may impact Discovery Park of America
- Communicate effectively with customers and co-workers to maintain positive relationships and an effective and efficient workplace
- Sound Reinforcement and DMX Lighting

Typical Duties include but are not limited to:

- Provide end user support for software and hardware.
- Troubleshoot and repair problems with PCs, printers, and scanners.
- Configure, install, operate, maintain and monitor computer hardware, software, peripherals and other technologies, such as desktop imaging;
- Perform PC hardware and software upgrades;
- Proficient in Microsoft Office. Advanced knowledge of Microsoft Outlook a plus.
- Willingness and ability to work flexible or irregular hours in accordance with departmental needs and workload demands.

Employee Requirements:

- Employee must possess a valid Driver's License
- Employee must submit to a pre-employment drug screening
- Employee must be willing to submit to a background check
- Employee must be able to lift objects 75 pounds or less
- Employee must be able to effectively use a ladder and be comfortable stooping, standing, or walking
- Employee must be willing to work a flexible schedule including nights/weekends as required
- Self-motivated, detail oriented and able to work unsupervised