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# Example of IT Professional Job Description

Our company is looking to fill the role of IT professional. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for IT professional

* Diagnoses and resolve highly complex technical problems associated with computer hardware, software and servers
* Lead in identification and implementation of hardware replacement or upgrades
* Provide expertise technical advice to unit management
* Deliver technical presentations to unit administration
* Provide information technology support to CEISMC under the direction of the College of Sciences
* Perform basic system administration tasks on servers and workstations in the CEISMC IT infrastructure running Windows and Mac OS
* Maintain appropriate information and data security profile at all times, including risk assessment, prevention, and remediation if necessary
* Perform network management tasks related to DNS, DHCP, VLANs and unit firewall configurations
* Troubleshoot and repair computer hardware problems as needed
* Set up and manage central services

## Qualifications for IT professional

* Investigate new technologies as needed to cover the needs of CEISMC
* Create and keep current, documentation related to IT practices and procedures
* Provide support to end-users and keep track of user requests using ticketing system
* Assist maintaining computer inventory
* Train student workers to assist with computer support
* Serve as a backup for certain duties usually performed by other similar IT staff in the College during vacation and or sick leave