Our growing company is looking for an information technology assistant. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for information technology assistant

- Perform routine installation, configuration, deployment and regular monitoring of servers associated with Lotus Domino, like IBM Sametime, IBM Connections, IBM Websphere, Lotus Protector, IBM Traveler, including the management of these servers at the Operating system level
- Ensure timely updates to Server and Client Systems
- Oversee the assignment of project managers to SFS projects and guide their work
- Promote collaboration across the SFS Program to ensure tasks are on schedule and that communication is occurring
- Oversee the change and release management process by which changes to SFS are accepted, analyzed, authorized and implemented
- Ensure that the testing infrastructure is maintained
- Serve as the Director of CSC Business Solutions, managing development and support of over 500 application systems and technology solutions within the Cluster
- Direct and develop business application architecture plans for complex, multi-tiered application development environments, working with IT program management and customers to determine technical needs, requirements, program priorities, and implementation approaches
- Manage complex, large-scale systems, with a deep understanding of the business technology perspective and experience with standardized and disciplined development practices
- Provide direction for IT business alignment, shared solutions, staff

Qualifications for information technology assistant

- Ability to converse well in person and by telephone
- Experience with online learning applications, technologies, especially in a web-based environment
- Experience developing training and documentation to support implemented technologies
- One (1) year experience in a customer service related field
- Experience with enterprise level hardware and software as are in use within educational institutions
- Knowledge of the types and uses of equipment and materials used in telecommunications and electrical systems