



Chickaloon Village Traditional Council
(Nay'dini'aa Na')
Internal/External Announcement

Position Title: **IT Support Specialist**
Department: Information Technology
Reports to: Information Technology Director

Position Summary:

The IT Support Specialist is responsible for installing, maintaining, and upgrading CVTC IT infrastructure, including but not limited to PCs, laptops, mobile devices, servers, and network devices for all CVTC campuses. This position will be providing daily support for CVTC staff, interfacing with other departments, vendors and/or consultants to ensure conformance with information system policies, IT best practices, and Tribal Council objectives. The IT Support Specialist will be providing training and individual assistance to users, planning for and implementing hardware and software installations and upgrades, and maintaining and protecting data assets. This position will assist with: network planning and development and website development and maintenance. Other duties include: troubleshooting computer and networking issues, assisting with networking and networking security (including firewalls, routers, switches, servers (UNIX, Linux, Windows), and Active Directory Domain Controllers). Must have a firm knowledge of working in and with virtual environments. This is a full-time, 40 hours per week position with benefits.

Qualifications:

Education: Bachelor's degree supplemented by additional formalized training/education in a related discipline for which a college degree is a pre-requisite.

Experience: Must have minimum of 4 years of experience in computer science, system administration, and/or IT Support. Must have experience working with PC's, Macs and mobile devices, virtual environments, server administration (UNIX, Linux, and Windows), Active Directory Domain Controllers, user and group policies, software and hardware trouble shooting, IT best practices, and security compliance.

Successful applicant must have a valid Alaska driver's license and be insurable by CVTC. All qualified applicants will be required to demonstrate skills.

A federal and state background check is required for this position. Background checks will be conducted every two years as a condition of employment.

Hiring Preference: As allowed in P.L. 93-638, preference for employment will be given to Alaska Native and American Indian Peoples. CVTC also has a local hiring preference.

The application deadline is Thursday, February, 27th at 9:00AM. A CVTC employment application & resume are required. CVTC applications are available at: <http://www.chickaloon-nsn.gov/employment/> or by email request to: employment@chickaloon-nsn.gov. Please submit your application & resume to: employment@chickaloon-nsn.gov or by fax to (907) 745-0709. Contact Jennifer at (907) 745-0749 with any questions.

Re-Posted February 14, 2020