

JOB OPENING: IT SPECIALIST

The IT Specialist position provides technical support to the organization by assisting end users with forgotten passwords, printers/copiers, sound systems, video conferencing, telephone, and other computer systems and networks including LAN and Wi-Fi. The incumbent also supports Google Suite apps including Gmail, Calendar, Drive, and Groups.

Responsibilities

- Provides technical support and training to end users with software, network, 3rd party online services and audio/visual systems.
- Troubleshoots and fixes technical issues across all levels of the organization.
- Works within specifications provided to meet assignment goals and objectives in a timely and accurate manner; may draft specifications.
- Independently corrects problems encountered during systems operations within authority level granted by IT Manager.
- Assists with presentation set-up and break-down, both on-site and off-site.
- Produces procedural documentation.
- Performs basic computer repairs and upgrades.
- Maintains up-to-date knowledge of computer operating procedures and operating standards.
- Meets IMS's expectations for service excellence.
- Supports and protects silent retreat environment; upholds ethical principles.

Qualifications/Experience

- Associates' Degree in Computer Science or Information Systems or equivalent combination of education and experience
- 2 or more years' experience in Microsoft Windows Server administration including Active Directory, Group Policy, PowerShell, and imaging and deployment methods for workstations (e.g. WDS, SCCM)
- A+ Certification or equivalent experience maintaining, customizing, and operating PCs.
- Experience with audio/visual systems including microphones, amplifiers, projectors, televisions/displays, and recording equipment preferred.
- Good general knowledge of data processing system design methods, techniques and standards.
- A strong customer service background with a commitment to providing a high level of service.
- Familiarity with or sincere interest in meditation or mindfulness preferred.

Position Now Open

Qualified applicants: Please send Staff Application (available at www.dharma.org) to IMSJobs@dharma.org.
Include a résumé and cover letter detailing your interest in the position.

A position at IMS offers an abundance of meditation resources, all within a friendly and caring environment. This is a part-time, 20 hours/week position offering health and dental benefits, Flexible Spending Account, meal plan options, generous paid time off, and participation in the Staff Sangha Program.

IMS is an Equal Opportunity Employer and actively seeks candidates from diverse backgrounds.

IMS is a spiritual refuge for all who seek freedom of mind and heart. We offer meditation retreats rooted in the early Buddhist teachings of ethics, concentration and wisdom. These practices help develop awareness and compassion in ourselves, giving rise to greater peace and happiness in the world.