



## Job Description

**Position:** Hardware and Network Support Administrator

**Reports to:** IT Manager – Amy Fewkes

**Schedule:** Part-time (1,050 hours per fiscal year; est. 20 hours/week) / Hourly, Non-Exempt

**Employment Classification:** Administrator/Assistant (A)

### Responsibilities:

- Provides assistance to staff for all IT supported software needs.
- Provides hardware support across all campuses. Support includes but is not limited to:
  - Support of both Windows and Apple operating systems
  - Install updates, printers or other maintenance as needed
  - Printer support
  - Have the ability to troubleshoot issues as they are presented by end users
- Maintains policies in Azure IAAS.
- Routinely check for security vulnerabilities across all our systems.
- Set up and deploy new hardware for end users.
- Maintains the IT Asset list as needed.
- Provide support for our Security Camera systems.
- Primary network support and administration for all campuses.
- Participate and assist in any Rock-related projects or tasks as assigned.
- Be cross-trained in all areas of IT to be able to assist as needed.
- Responsible for retirement and disposal/recycling of old hardware.

### Additional Requirements:

- Attend weekly campus/ministry staff meetings.
- Attend monthly All-Staff meetings.
- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Attend The Compass Church weekend worship services at least once monthly
- Basic understanding of Microsoft Office.
- A willingness to take on other duties as assigned.