**IT Systems Administrator**

Harvest Bible Chapel

Granger, Indiana

**Job Description**

The Harvest Bible Chapel (HBC) IT Systems Administrator will work with and report to the Business Administrator to oversee, troubleshoot, correct and advise the staff in all areas of network administration, software installation, email and calendar administration, new computer set up, and technical solutions.

**Status**: Part-time **Type:** Hourly **Schedule: TBD** 8-16 hours per pay period

**Essential Roles & Responsibilities**

* Help build systems of proficiency *(network, Office 365, MyHarvest)*
* Set up new employee devices
* Manage current employee devices
* Manage staff email and systems
* Streamline systems for optimal efficiency

**Educational Requirements:**

* BS Information Technology, Computer, or related degree
* 5+ years experience

**General Requirements**

* Personal and growing relationship with Christ
* Teachable, humility to follow, and ability to lead
* Strong relational abilities in person, in writing and by phone
* Ability to model maturity, integrity, and personal purity
* Ability to adapt and meet tight deadlines
* Work independently and as part of a team
* Proficient in Microsoft Office
* Apple Certified
* Weekday and weekend hours; flexible availability
* Submit to and clear HBC background check
* Physically able to stand for long periods at a time
* Physically able to lift 25+ pounds
* Perform various duties as assigned by HBC staff and elders

This job description is subject to annual review and revision. Revised 2-17-17