



NATIONAL RURAL HEALTH RESOURCE CENTER

IT Coordinator

Degree and Area of Specialization

Applicant must have an Associate's degree or higher in a technical discipline, equivalent work experience or certification. Minimum one year help desk experience preferred.

Principal Responsibilities

Maintain workstations and provide help desk support for a staff of 19. Provide support to staff, presenters and participants for webinars hosted by The Center. Develop documentation and/or training sessions to support staff with new software or changes to existing software. Coordinate network and software security updates. Manage Windows server environment including Active Directory, SharePoint and Office 365 with Senior IT Coordinator. Additional projects as assigned, such as database development and working with staff to find IT solutions to suit their needs.

Desired Qualities

Proficiency with Windows and Microsoft Office. Ability to quickly adapt and support new software. Proficiency with Windows Server. Knowledge of email server and database technology is helpful, especially SQL or Microsoft Exchange. Experience with disaster recovery planning, backup software or virtualization technology helpful. Mobile technology experience preferred.

Customer service oriented with an outgoing personality. Ability to work with a team. Ability to organize, prioritize duties and solve problems.

Position is full-time (40 hours/week) with a comprehensive benefits package. Hours of operation are 8:00 am and 5:00 pm, Monday through Friday. Send letter of application and resume by December 12, 2014 to: Jere-lyn Fern, National Rural Health Resource Center, 600 E. Superior St., Ste. 404, Duluth, MN 55802 or jlfern@ruralcenter.org.

<https://www.ruralcenter.org/>

National Rural Health Resource Center's Mission and Core Values

The mission of the National Rural Health Resource Center is to provide technical assistance, information, tools, and resources for the improvement of rural healthcare. It serves as a national rural health knowledge center and strives to build state and local capacity.



Abiding by these core values and remaining a neutral entity has enabled The Center to become the most well-connected resource in rural health care where positive working relationships with public and private entities and professional organizations on local, state, national and international levels are earned and maintained. The Center's Board of Directors houses representatives from the National Organization of State Offices of Rural Health, National Rural Health Association, and state flex programs, state offices of rural health, quality improvement organizations, critical access hospitals, community health centers, health professions education, nursing education, medical education, emergency medical services and hospital services.