



NATIONAL RURAL HEALTH RESOURCE CENTER

TECHNOLOGY SERVICES COORDINATOR

The National Rural Health Resource Center is hiring a Technology Services Coordinator. As the Technology Services Coordinator, you will be part of an IT team providing the technology needed for a mid-sized non-profit to provide services across the nation.

This position is based at our Duluth office located in Canal Park with views of Lake Superior and the iconic Aerial Lift Bridge.

Summary

As Technology Services Coordinator, you will support our staff of 20 with a wide range of technologies. Supported technologies include Microsoft Office, SharePoint, cloud based Exchange, video conferencing, webinar and client relationship management software.

You'll be responsible to understand the technology our staff uses and work to improve their technology literacy through training sessions and documentation.

You'll work closely with our IT Specialist and a managed services contractor that provides helpdesk level support to our staff.

Please apply if you're excited about:

- Solving problems and improving business processes
- Helping people make better use of technology
- Working in a collaborative, team environment
- Executing complex projects such as software migrations

Experience with the following technologies is helpful to meet the requirements of this position:

- Windows Server
- Active Directory
- Exchange
- SharePoint
- PowerShell scripting
- Networking
- Adobe Connect
- LAMP servers

This position is part-time (20 -30 hours per week) and benefit eligible. Hours of operation are 8:00 a.m. – 5:00 p.m., Monday through Friday.

Apply

Send letter of application and resume by 4:00 p.m. Central Time, July 31, 2017 to Jere-lyn Fern at jlfern@ruralcenter.org.

National Rural Health Resource Center's Mission and Core Values

The National Rural Health Resource Center provides technical assistance, information, tools and resources for the improvement of rural health care. 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, 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.