

Job Title: Technology Coordinator

Organization: Northwest Missouri Regional Council of Governments (www.nwmorcog.org)

Qualifications: Northwest Junior or Senior or Graduate Student that possess knowledge of networking technologies including servers, switches and wireless routers. Candidate must also possess administrative knowledge of managing a server. Basic computer skills are necessary, and the candidate must have prior knowledge of installing and uninstalling software and operating systems. Web and/or graphic design is preferred but not required.

Primary Responsibilities: Maintain entire organization network running Microsoft Small Business Server 2003. The Regional Council possesses over a dozen computers and laptops that run Windows XP and are connected to a single server.

Secondary Responsibilities:

- Supervise the backup system.
- Website changes and enhancements.
- Troubleshooting various computer-related issues, including printer issues.
- Researching and recommending technology purchases for the Regional Council.
- Recommend upgrades and enhancements to individual computer systems and network, including anti-virus, firewall, and software upgrades.

Employment Status: Part-time, not to exceed 20 hours/week

Wage rate: \$7.00 - \$9.00 per hour D.O.Q.

Internship Credit: The Regional Council is willing to participate in Northwest Missouri State University's Internship course if the candidate desires to do so.

Send resume and cover letter to Tye Parsons, Executive Director, at (660) 582-5121 or email to tye@nwmorcog.org by February 15th 2010. Position open until filled. The Northwest Missouri Regional Council of Governments is an Equal Opportunity Employer.