

Job Title: Information Technology Desktop Support Technician

Job Type: Full-time (35 hrs/week)

Location: As per the need of the Agency; generally, work is performed at the main office or at other program sites.

Pay: \$24.00 / hr (Starting at & based on experience)

Benefits:

- Health, Vision, Dental & Life Insurance
- 401(k)
- Paid time off
- Tuition reimbursement
- Employee assistance program

Education:

- A minimum of a 2-year degree in a computer related field or a technical certification from an accredited College/University required.
- Certifications are preferred

Experience/Qualifications:

- Requires experience with Windows operating systems and applications
- Must have 2 years' experience working as an IT desktop support technician.
- Understanding of TCP/IP and troubleshooting Internet connectivity
- Valid NJ driver's license required

Job Summary:

- Responsible for the day-to-day maintenance, operations, troubleshooting, repairs, system updates and configuration changes of all desktops, laptops, printers, copiers, software, phones and network hardware at all Arc locations.
- Assist the maintenance department with all Information Technology related issues at all facilities.
- Address technical questions from staff.
- Work with vendors and outside contractors for any and all related IT services, including Copiers, Printers, DSL lines and Phone Applications.

Vaccination Requirements: Candidate must be able to provide proof of vaccination or undergo testing as per the executive order.

Equal Opportunity Employer