



Job Description

Calvary University is seeking an enthusiastic, ministry-minded professional to serve as our **IT Technician**. Calvary's mission is to "...prepare Christians for life and service in the church and in the world according to a Biblical worldview..." and employees seek to integrate the day-to-day operations of each University department with this mission.

To apply, please send your completed [Staff Application](#) to Calvary University at humres@calvary.edu or fax to 816-331-4474 or mail to Calvary University, Attn: Human Resources, 15800 Calvary Road, Kansas City, MO 64147.

Job Title:	IT Technician
Department:	Information Technology
Reports To:	Director of Information Technology
FLSA Status:	Full-time, Non-Exempt
Salary Range:	\$40,000 - \$42,000

Job Summary

The IT Technician, under the supervision of the Director of Information Technology, ensures the proper function of all data systems used by Calvary, including hardware, software, phone systems, networking, and A/V systems.

Job Responsibilities

- On assignment from the director, will oversee, plan, coordinate, and/or participate in the implementation of various projects including but not limited to computer upgrades, software upgrades, and networking projects.
- Participates in all other functions of the Information Technology department, including but not limited to ensuring the proper function of all campus hardware and software systems (workstations, servers, network switches and telephone systems), administration and upkeep of Microsoft 365 accounts, administration and maintenance of other campus technical equipment, providing technical support to the Calvary family, and other tasks as needed.
- Oversees A/V equipment on campus, with additional responsibilities for running A/V for chapel and other Liberty Chapel services, and other events requiring A/V support.
- Oversees the VingCard database for key cards. This includes printing faculty, staff, and student ID cards and programming building and room access.
- Provides support for systems and productivity software to Calvary faculty, staff, and students.
- Performs regular backups of systems.
- Serves on committee(s) as assigned.

Job Qualifications

1. Required Qualifications
 - Associate's degree or higher in a technology field
 - Training and/or experience in Microsoft server OS, desktop OS, networking, and productivity software (Word, Access, Excel, PowerPoint)
 - Strong desire to provide an excellent level of customer service to staff, faculty, students, constituents, and vendors with a high degree of patience, confidentiality, and professionalism

- Strong organizational skills, including the ability to multi-task, work well under pressure, and prioritize tasks in order to successfully meet deadlines
- Good communication skills—able to instruct others in the use of equipment and software
- Detail-oriented
- Excellent problem-solving skills. Proactive (as opposed to always being reactive) in approach to tasks, projects, etc. Looks for work that needs to be done related to IT.
- Physical requirements: able to lift 65 pounds, climb stairs and ladders, work overhead
- Environmental requirements: able to work indoors and outdoors in all types of weather conditions and/or in dusty or moldy areas
- Valid driver's license

2. Preferred Qualifications

- Bachelor's degree or above in Information Technology
- Two years of experience in information systems management
- Certifications such as A+, Network+, Security+

Prospective employees will receive consideration without discrimination based on race, color, age, national origin, handicap, or veteran status.