



IT Coordinator Job Description 2021-2022 School Year

JOB SUMMARY:

A skilled IT coordinator who will maintain our information technology systems and networks. You will perform both technical and administrative tasks to ensure functionality and efficiency of computer and telecom systems.

IT Coordinator Job Duties:

An IT coordinator must be knowledgeable in software, hardware and networks. They must be critical thinkers and problem-solvers with great attention to detail. Since end user support and teamwork are important aspects of the role, excellent communication and people skills are required.

Responsibilities:

Instituting protocols for the use of IT across departments and projects

Providing advice on the most suitable IT choices

Providing technical support or training for systems and networks

- Institute protocols for the use of IT across departments and projects
- Provide advice on the most suitable IT choices
- Provide technical support or training for systems and networks
- Act as link between end users and higher level support
- Install and configure software and hardware (printers, network cards etc.)
- Monitor system and network performance
- Perform troubleshooting, repairs and data restoration
- Performance maintenance activities (e.g. backups)
- Maintain licenses and upgrade schedules
- Collaborate with other professionals to maintain standards and functionality

Requirements:

- Proven experience as an IT coordinator or similar role
- Experience in network management and help desk support is appreciated
- Solid knowledge of IT systems and applications
- Understanding of TCP/IP protocols and LAN/WAN configuration
- Ability to troubleshoot and repair issues
- Strong communication and interpersonal skills
- Great attention to detail
- Excellent organizational and coordination abilities
- BSc/BA in information technology or computer science is preferred
- Certification (CompTIA Network+, CompTIA Security+ etc.) is a plus