



IT Coordinator

Job Description

Working closely with the IT Director, the IT Coordinator will maintain our information technology systems and networks and perform both technical and administrative tasks to ensure functionality and efficiency of computer and telecom systems. Other responsibilities range from instituting protocols for the use of IT across departments and projects to providing technical support or training for systems and networks.

The ideal candidate will be someone excited about contributing to cutting-edge research projects in Computational Immunology. The ideal candidate 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.

Primary Responsibilities

- 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.
- Perform Tier 1 basic level desktop support for employees.
- Install and configure software and hardware (printers, network cards, disks etc.).
- Monitor system and network performance.
- Work with external IT vendors to schedule troubleshooting, repairs, data restoration, and other performance maintenance activities (e.g. backups)
- Maintain licenses and upgrade schedules.
- Collaborate with other professionals to maintain standards and functionality.

Key Contacts

- I. **Internal:** The successful candidate will take direction from the Director of IT and work closely with other employees to ensure their systems and services are in working order, and the development team to ensure all application environments are functional and optimized.
- II. **External:** The successful candidate will also be expected to develop close relationships with several external IT vendors including EpiVax's wide range of systems engineers, security experts, and Oracle DBAs.

Requirements

- 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
- Understanding of Active Directory, Azure, virtualized Windows sever environment
- 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.

Salary

\$55,000 – \$60,000 depending on experience

This position offers a unique opportunity to the right candidate. A successful applicant can expect to benefit from many training and growth opportunities presented in a fast-paced environment. We offer many benefits including subsidized health and dental insurance, a liberal paid vacation and holiday schedule, a company matched retirement plan, and profit sharing.

EpiVax prefers to promote from within. This position is ideal for a smart, hardworking candidate interested in a career building position.