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Computer Operations Assistant

The Center on Budget and Policy Priorities (www.cbpp.org) is a national public policy institute that conducts research and analysis on a range of public policy and fiscal issues, with a special focus on the needs of low- and moderate-income people.

We are seeking to add a third person to our computer team. The primary responsibilities of this position are: providing software support to approximately 85 staff; assisting with copiers, phones, and other office systems; and helping manage network servers.

Specific responsibilities include:

- providing user support for Microsoft Office applications, email, Internet access, and other software as needed;
- preparing written documentation to assist staff with various aspects of office computer operations;
- helping staff with use of digital network photocopiers, phones, and voice mail;
- managing Windows 2000 and 2003 servers, which provide file and print services, email, and secure Internet access;
- assisting with the development of Microsoft Access databases;
- configuring and maintaining approximately 100 desktop and laptop computers; and
- troubleshooting internal network infrastructure, including Internet access and security, and anti-virus software.

This position involves a wide range of responsibilities, and it is not expected that an applicant will have experience with them all. Qualified applicants should have at least one year of work experience providing software support, some familiarity with computer networking and server operation, and a strong interest in learning more. Key attributes include the ability to work independently, excellent time management skills, and a talent for problem solving.

Salary: Commensurate with experience; excellent benefits, including two health insurance and dental options, life and short/long term disability insurance, retirement, flexible spending accounts; and generous vacation, sick leave, and holiday schedules.

To apply, send a resume and cover letter to:

IT Job Search

Center on Budget and Policy Priorities

820 First Street, NE - Suite 510

Washington, D.C. 20002

(Information may also be sent via e-mail to bryant@cbpp.org)

Resumes will be accepted until the position is filled.

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