

Date: November 2022

POSITION: IT Specialist

ROLE: The IT Specialist is responsible for setting up, maintenance, and troubleshooting the technology systems that Woods Hole Group uses to maintain computer and software networks as directed by the IT Manager.

Duties and Responsibilities:

- Computers, Laptops and Servers- Setup, configure, troubleshoot, repair in accordance with company IT procedures.
- Installing new software and hardware components.
- Regularly evaluating our IT systems to ensure they meet the necessary demands.
- Assisting with network administration tasks.
- Ensuring data storage is safe and secure.
- Endpoint Security monitoring.
- Resolving all issues coworkers have with their IT systems and software.
- Educating coworkers about network security and best practices for computer usage.
- Supporting the day-to-day operations of our computer network.

Supervisory Responsibilities:

- None

Knowledge, Skills, and/or Abilities Required:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, absent undue hardship.

- High School Diploma required.
- Degree in computer science or related field preferred.
- Professional Certification (e.g. A+, Security+, MCP, MCSE) preferred
- Strong analytical, diagnostic, and problem-solving skills.
- Proficient, or able to gain proficiency with, a broad array of security software applications and tools.
- Thorough understanding of computer-related security systems including firewalls, encryption, and password protection and authentication.
- Proficient in Microsoft Office Suite or related software.
- Good communication ability, both written and verbal.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at a time



GENERAL INFORMATION:

- The position is a full time, salaried position. Salary will be commensurate with the training and experience.
- The Woods Hole Group offers a full-time benefit package that includes a 401(K) program, health insurance benefits, and competitive vacation and sick time policy.
- This position will be filled at our **Bourne, MA** office location.

Individuals who succeed at Woods Hole Group are pleasant, hard-working, self-starters who share our passion for innovation and commitment to high quality work. Further information about the company:

www.woodsholegroup.com

In accordance with applicable Executive Order 14042 and related requirements, all prospective hires for this position, performing work for the federal government, will be required to demonstrate that they have been fully vaccinated for COVID-19, or qualify for an exemption to this vaccination requirement. Such proof of vaccination, or written request for exemption, will be required, following receipt of written offer.

If this opportunity matches your experience and career visions,
please send resume outlining education, work experience and salary history to:

The Woods Hole Group, Inc.
107 Waterhouse Road
Bourne, MA 02532
E-mail: IT_JOB@WHGRP.COM

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