

Hello,

I'm looking for a student who is looking for an temporary entry level IT position. This is a temporary position that is currently budgeted until 12/15/18. There is a possibility that the position may be re-budgeted and continue past the end of the year, but I cannot guarantee that.

The position pays \$12-\$14/hr and requires approximately 20 hours per week. I can offer some flexibility in scheduling around their classes.

Please forward any resume's that are appropriate for this position to my email address below.

Thanks again for your assistance,
Ken

Ken Sanderson

Country Music Association
Director of Information Technology

35 Music Square East, Suite 201
Nashville, TN 37203
615-244-2840 office
ksanderson@cmaworld.com

Job Description

JOB TITLE: Information Technology Temp
REPORTS TO: Director of Information Technology
DIRECT REPORTS: None
DEPARTMENT: Information Technology
FLSA CLASSIFICATION: Non-Exempt
REVISED: August 2018

POSITION SUMMARY: The Information Technology Temp will be responsible for assisting the IT Department with a wide range of projects related to day-to-day IT operations, system maintenance and upgrades and some participation in special projects. This person will also be very involved in the IT preparation, load-in, support and load-out of all IT equipment and services associated with CMA's Events.

JOB DUTIES

- Assist IT Department in day-to-day support and operations
- Maintain system updates for all workstations
- Assist with special projects
- Perform system configurations of new staff equipment
- Perform system configurations of Event loaner equipment
- Events – assist with cabling, load-in, setup, on-site support, load-out

KNOWLEDGE, EDUCATION AND EXPERIENCE REQUIRED:

- Major should be in Information Technology/Networking
- Familiarity with PC hardware, networking, communications
- Working knowledge of Windows 7/10, MS Office 2010/13, Office365
- Ability to juggle multiple high priority projects simultaneously
- Strong attention to detail.

SKILLS AND ABILITIES REQUIRED:

- Experience in setting up hardwire and wifi networks
- Understanding of basic IP Addressing
- Help Desk/End-user support experience in Windows and MS Office
- Experience in network cabling is a plus
- Ability to handle confidential information as it relates to CMA
- Know experience limitations and when to ask for assistance
- Effective oral and written communication skills
- Excellent Interpersonal skills
- Able to multi-task and work under pressure
- Display professional and positive demeanor
- Good judgement and decision making skills

PHYSICAL DEMANDS/REQUIREMENTS:

- Typically sitting at a desk or table
- Occasional lifting of heavy objects (up to 50 pounds)
- Intermittently sitting, standing or stooping
- Event work requires both working indoors and outdoors in the elements
- Event work may require long work hours

I have received and read my job description and understand the requirements of the job. I understand

this job description is not intended to be all-inclusive; I am expected to perform other duties as assigned. Further, I acknowledge that the Country Music Association reserves the right to revise or

change job duties as the need arises and that this job description is not a contract for employment.

Employee's Signature Date
Supervisor/Manager Date