Eisenhower Dance Detroit - Systems Administrator

Part-time, independent contractor position; approximately 10 hours per week

- Analyze and determine the system needs of the organization
- Install hardware and software for the network
- Keep systems operating efficiently by performing any necessary upgrades and repairs
- Plan a strategy to maintain system security on the computers and the network as a whole
- Optimize and evaluate the system regularly
- Assign and update security permissions for the system network
- Train or direct users on the correct use of software and hardware within the system
- Perform problem-solving tasks when alerted by a user or monitoring system

Contact:

Anne Bak Marine
Executive Director, Eisenhower Dance Detroit
248-808-0624 | bakmarine@eisenhowerdance.org
www.eisenhowerdance.org

Celebrating 30th Anniversary Season - 2020-2021