

# \*\* EXTERNAL POSITION OPENING \*\*

## IT/MIS TECHNICIAN



**RATE OF PAY:** DOQ  
**LOCATION:** Seven Clans Casinos –Thief River Falls, MN  
**OPENS:** January 21, 2020  
**CLOSES:** Until Filled

### **POSITION OBJECTIVES**

Under the general supervision of the IT Director, the IT/MIS Technician maintains, repairs, and troubleshoots desktop hardware and software packages; and also supports and maintains various technology systems, such as POS, PMS, VOIP, Audio/Visual and CMS systems. The ideal candidate will be able to work diligently, accurately, professionally and will possess problem-solving skills in order to fix issues and ensure functionality.

### **DUTIES AND RESPONSIBILITIES**

- Install computer software and hardware. Troubleshoot, identify and repair a wide variety of technology equipment and systems
- Assist with the coordination of purchases pertaining to computer software and hardware, telephone and other technology systems
- Assist with maintaining data integrity and confidentiality on computer information systems. Assist with maintaining and monitoring reliable back-ups to prevent loss of information
- Communicate with associates across the organization, management specialists, technical personnel and/or vendors to assist with problem solving and to ensure that technology needs are met for the streamlined success of projects and daily operations
- Coordinate needs with individual departments and other duties as assigned

### **PREFERRED MINIMUM QUALIFICATIONS**

Two-year certificate from college or technical school with a focus in Information Technology. Related experience with IT support, VOIP phones, Property Management Systems, POS Systems preferred with demonstrated abilities in providing support to end-users. On Call as needed.

### **SEND COMPLETE RESUME TO**

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20595 Center St. E, Thief River Falls, MN 56701/ 1-800-881-0712  
Website: [www.sevenclanscasino.com](http://www.sevenclanscasino.com)