



Diversity-Vuteq Indiana
825 S 350 E
Princeton, IN 47670
(812) 386-1401

www.diversityvuteq.com

Job Description

Position Title: IT Generalist

Department: IT

Reports To: IT Specialist

Full/Part Time: Full Time

Team Member:

Grade: Hourly (Non-Exempt)

Revision #: 1

Date: December 15, 2023

Job Summary

This individual will provide PC maintenance and technical support to all areas of the plant.

Duties & Responsibilities

- Create and update network security protocols
- Maintain the networking hardware (servers and network specific systems)
- Manage and maintain the office network
- Drive antivirus initiatives
- Oversee IT hardware and supplies purchases
- Install and maintain office hardware and wireless networks
- Provide incident resolution via phone, remote tools, and email
- Provide high quality customer service and network related technical support with an emphasis on issue resolution and quality

Job Qualifications

Experience

- 2-4 years of field experience
- VMware Infrastructure
- Routers, Switches, and Wireless AP's
- Barracuda appliances
- AD, DNS, and DHCP issues/changes
- Troubleshoot down network and/or services
- Incident resolution
-

Skills and Abilities

- Configure routers, switches and wireless AP's that support wide-range VPN, QOS, NTP, DNS, SSH, FTP and firewall services
- Demonstrate a strong understanding of network monitoring tools and advanced network security practices
- Database server management skills
- Possess strong analytical skills and effective interpersonal and communication skills
- High level of focus and professionalism
- Support for virtual machine platforms from VMware
- Ability to work independently and as part of a team
- Ability to prioritize and ensure successful completion of projects
- Ability to lift and carry 35 lbs.



Other

- Valid driver's license

Intent & Function of Job Descriptions

Job descriptions assist organizations in ensuring that the hiring process is fairly administrated and that qualified team members are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and terminations decisions. Well-constructed job descriptions are an integral part of any effective compensation.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

The above information is correct as approved by:

Team Member Name (please print)

Date

Team Member Signature

Manager Name (please print)

Date

Manager Signature