



## Technology Manager – part time (12-16 hours/week)

**Position Summary:** Bring your background in technology – from network to hardware, software, user support and more – to a flexible position that makes a difference in the world. Global Minnesota's Technology Manager is the organization's technical guru, managing all aspects of technology for our team of 16. Our network is hosted by the University of Minnesota and the Technology Manager is responsible for Global Minnesota's integration into that network, as well as hardware, software, user support, policy recommendations, research and more. Help Global Minnesota fulfill its mission of advancing international understanding with your work in managing workstations, mobile devices, and related equipment. In conjunction with the Director of Operations, create and manage security, technology processes and policy, and recommend strategic direction. Share your expertise with our staff who have a wide range of abilities and needs when it comes to technology.

**Organization Summary:** Global Minnesota is a nonprofit, nonpartisan, member-supported organization advancing international understanding and engagement. With a staff of 16 and a \$1.6 million budget, Global Minnesota is proud to be celebrating nearly 75 years of connecting Minnesotans to the world and the world to Minnesota. See [www.globalminnesota.org](http://www.globalminnesota.org) for details.

Nationally, Global Minnesota is a member of the World Affairs Councils of America; a member of Global Ties U.S., the nonprofit partner of the U.S. State Department's International Visitor Leadership Program; and an affiliate of the Foreign Policy Association.

**Environment:** Global Minnesota staff work in a fast-paced, dynamic environment and need to be efficient, flexible, professional, dependable problem solvers, who can work well independently and as part of a team. Self-starters with well-developed communication and interpersonal skills and an interest in meeting and working effectively with multiple constituencies are especially effective.

**Reports to:** Director of Operations

### **Qualifications:**

2 or 4 year degree in MIS, computer science or equivalent; 2 years related work experience; a broad range of experience and understanding managing local area networks, workstations (Microsoft), email systems (Google Apps/Outlook), mobile technology, etc. and willingness to work with new and older technology is required. A positive, service and solutions oriented attitude is a must, as is the ability to communicate effectively with all levels of technology users.

Requires ability to manage and prioritize multiple projects. Must be organized and able to keep detailed records. Needs to work independently and as part of a team. Must be able to maintain confidentiality. Interest in expanding computer knowledge/skills with a willingness to share expertise with colleagues is needed. Nonprofit experience and international interest are helpful.

While performing the duties of this job, employees are regularly required to sit, walk and stand; talk and hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus. Employees in this role regularly need to be able to access the areas under desks and at floor level.

## Position Details

- Manages the network, including upgrading, installing and troubleshooting networked devices; maintaining positive relations with network host; communicating about issues with host and staff; documenting system configurations, standards and network problems/resolutions for future reference.
- Manages work stations, laptops, iPads, cell phones, and other hardware, including set up, troubleshooting, updates and maintenance.
- Manages software from purchase and installation to upgrades, maintenance, licenses, etc.
- Recommends and implements data/system security based on best practices and legal requirements.
- In conjunction with the Director of Operations, recommends and implements policies for computing and information technology, including “appropriate use of technology” policy.
- Assists users with technology issues; determines, tests and implements solutions. Provides user support and training.
- Works with the University of Minnesota contacts to ensure Active Directory management and cloud storage. Adds/removes staff to/from AD, including profile creation, granting security rights and training on general network usage.
- Develops, reviews, and certifies back-up and disaster recovery procedures and plans.
- Keeps organized records: inventory of assigned and unassigned equipment; documentation of vendor activities; site licenses.
- Collaborates with staff on technology needed to run events and competitions; attends to support key events and other as available and time permits.
- Researches new technology and makes recommendations; helps with future planning.
- Researches and evaluates existing computing technologies to ensure full utilization.
- Manages Google Apps domain and accounts; organizational passwords; DNS for [globalminnesota.org](http://globalminnesota.org)
- Serves as backup for website management and other systems as needed.
- Other duties as assigned.

## Employment and Benefit Information:

This is a part-time, hybrid, hourly position, working 14 to 16 hours/week on a regular basis with occasional increases up to 20 hours/week if assisting with evening programs or additional duties. Some regularly scheduled, in-office hours (taking place Monday – Friday, 9 AM to 5 PM) are preferred. Occasional evenings and one Saturday per year are needed for managing technology at specific events with advanced notice. Laptop provided.

The hourly wage range for this role is \$35.00 to \$39.00/hour. Global Minnesota offers part-time staff a compensation package including hourly pay, paid parking, and optional pre-tax employee contribution to a retirement fund. Salary commensurate with experience. Position contingent on passing a criminal background check.

**Confidential Application Process:** Send a resume and letter of interest to Julie at [info@globalminnesota.org](mailto:info@globalminnesota.org). Applications will be reviewed as received. Position open until filled.

**Global Minnesota is an equal opportunity employer. All applicants are welcome regardless of race, color, creed, religion, national origin, sex, sexual orientation, gender identity, disability, age, or veteran status.**