



Job Description

Position Title: IT Specialist

Reports To: Online Experience Director

Revised: 01.26.2021

Department: Online Experience

Status: Full Time

Campus: Campus Support Team

Primary Purpose

NewPointe's IT Specialist will contribute to seeing lives changed by providing support in NewPointe's software applications and databases, and ultimately leading people to realize and reach their full potential in Jesus Christ. This will include training, troubleshooting, development, analysis, and problem solving.

Key Result Areas

- Maintain software applications and databases and ensuring that they are being utilized to their full potential
- Research and development in Rock
- Provide help ticket support
- Provide training and support for software applications and databases
- Provide programming and development
- Weekend experience online support as needed
- Developing volunteers to help wherever possible within this department
- Other duties as assigned

Position Requirements

Supervisory:

- Lead Volunteers

Knowledge/Skills/Abilities:

- Proficient in all MS Office products
- Proficient in database applications/Rock
- Ability to troubleshoot problems quickly and efficiently
- Able to communicate clearly both verbally and in writing
- Requires a desire to serve others
- Ability to maintain confidentiality

Qualifications

Education: High School diploma required, College degree in Information Technology or related field preferred

Experience: Minimum of 3 years related experience

Licenses: none

Physical Activities/Requirements

- Position is subject to frequent interruption

Personal and Spiritual Requirements

- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth and healthy lifestyle
- Models standards and expectations of leaders with in NewPointe, including:
 1. Partnership
 2. Tithe (within 3 months)
 3. Actively participate in authentic community
 4. Regular attendance at all NewPointe services

At NewPointe we value working though people to accomplish goals, as well as personally contributing at a level that requires God’s help. By maintaining these priorities, we will put ourselves in a position where we can continue to strive for excellence and value reaching lost people.

ACKNOWLEDGMENT

I acknowledge that I have read the above job description and can perform the essential functions of the position with or without accommodation.

Applicant Signature/Date

Management Signature/Date