

Part-time Information Technology Assistant

CityLink has an opening for a Part-time Information Technology Assistant. Candidate will perform a variety of administrative functions to include filing, organizing, setting priorities for service, follow-up on calls from service requests, and maintenance of PC's and servers at our three locations. Other responsibilities would include:

- Keeping track of projects such as calendar progress and website updates
- Assist in ordering items for requests, including peripherals
- Keeping Network back-ups current
- Upsizing Microsoft Access Databases to SQL Databases
- Assist in setting up PC's and working with employees on problem determination
- Updating and maintenance of Microsoft Excel and Word for Network, PC documentation
- Organizing, storage and inventory of assets
- Setting up images on and re-imaging PC's
- Other duties as required

Proficiency in Word and Excel is required.

Approximately 20 hours/week. Hourly pay rate is \$10.50.

Candidates must have a valid driver's license and include a current Motor Vehicle Record (MVR) with their application.

Applications for this position may be obtained at www.ridecitylink.org or the CityLink Administrative Office, 2105 NE Jefferson, Peoria, IL 61603.

Equal Opportunity Employer