

**Job Title:** INFORMATION TECHNOLOGY MANAGER  
**Reports to:** Executive Director  
**Status:** On-Call, Non-exempt, Hourly  
**Wage:** DOE  
**OPEN:** February 24, 2026  
**CLOSE:** Until Filled



### **JOB SUMMARY**

The On-Call Information Technology (IT) Manager position may include work as an IT Technician, work as a Network Administrator, and work for providing security for IT Service, depending on the type of job requested.

### **ESSENTIAL QUALIFICATIONS**

- Minimum education of Vocational Training in the IT field
- Average of 5-10 years of project management or supervisory experience
- Average 3 years of experience in coordinating and/or supporting IT business processes
- Personal Computer (PC): Network Support Technician A+, Network +, and Microsoft Certified Professional Certification (MCP) or equivalent preferred
- The duties and responsibilities are not an all-inclusive list, but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

### **SKILLS AND ABILITIES**

- Prior experience supporting, implementing, and/or administering networks, such as Microsoft Windows Active Directory
- Strong presentation and communication skills
- Effective problem-solving, analytical, and time management skills
- Ability to work well individually or with others
- Handle highly confidential information and material
- Ability to communicate professionally both orally and written
- Solid knowledge of information security principles and practices
- Working experience with intrusion detection systems
- Understand advanced security protocols and standards
- Experience with security practices of Intranet and Extranet

**DUTIES AND RESPONSIBILITIES** include, but are not limited to the following:

- Manage programs within schedule and budget constraints
- Define resources and schedule for program implementation
- Efficiently identify and solve project issues
- Demonstrate leadership as needed to define requirements for project risk
- Strong organizational, presentation, and customer service skills
- Upgrades, installs, and troubleshoots networks, networking hardware devices and software
- Maintains inventory of equipment and parts as well as documentation of vendor activities
- Maintain NVU Website and keep it up to date
- Develop and document system standards for computer and network devices
- Recommend and schedule repairs to the LAN/WAN
- Install, configure, monitor, and respond to security system
- Support day-to-day administration of various firewalls and any broadband/VoIP related activities

Please submit an application to be considered for this position. Application may be submitted via mail, fax, in person, or by email.

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**NVU recognizes Alaskan Native and Native American preference in its hiring and employment policies.**