

## **Open Position Computer Technician**

**The Adventist International Institute of Advanced Studies (AIAS)  
is Seeking an Individual To Serve Full-time as Computer Technician in the IT Department**

### **Responsibility Overview**

The Computer Technician provides first-level IT support, ensuring reliable operation of hardware, software, and network systems. Responsibilities include troubleshooting, desktop support, equipment maintenance, IT asset management, and incident documentation. Strong communication skills and a foundation in IT are essential, with prior support experience considered a plus. This role offers an excellent opportunity for entry-level professionals to grow their technical expertise.

### **Required Qualifications and Skills**

1. Holds bachelor's degree or specialized training in Information Technology or related field.
2. Is a member of the Seventh-Day Adventist church in a good standing.
3. Strong knowledge of software applications, operating systems, and basic networking.
4. Working knowledge of computer hardware, peripherals, and common configurations.
5. Effective communication and has good interpersonal skills to assist users efficiently.

### **Preferred Qualifications and Skills**

1. Experience supporting online meetings, webinars, or digital events.
2. Ability to document technical issues and solutions clearly.
3. Can escalate complex issues to the appropriate personnel or departments when necessary.
4. Ability to work in a team environment.

**Required Work Experience:** Entry-level experience in troubleshooting hardware and software problems (internships, on-the-job training, or equivalent).

**Preferred Work Experience:** One or two years of IT support or technical service experience.

### **Key Responsibilities**

1. Provide first-level IT support and resolve issues related to software, hardware, and networks.
2. Repairs and maintains computers.
3. Provides desktop support.
4. Performs troubleshooting.
5. Ensures classroom projectors and media equipment are properly functioning and in good condition.
6. Manage IT assets, inventory, and user accounts.
7. Document issues, solutions, and maintain support logs.
8. Performs all other duties as may be designated by the IT Director.

**Classification**

National Employee/Local Budget

**Remuneration**

Remuneration will be according to the denominational wage scale at AIIAS considering educational qualifications, professional experience, and years of service.

**Available:** November 17, 2025 or as soon as possible thereafter

**Application Process**

Please send your application letter and current Curriculum Vitae with 3 references to **Human Resources Department** at [recruitment@aiias.edu](mailto:recruitment@aiias.edu). Applications received by **October 26, 2025** will receive full consideration.