



AIM

NORTH AMERICAN DIVISION
EVANGELISTIC CALL CENTER

IT Job Opportunity

Adventist Information Ministry seeks someone with computer experience and/or education to work as an Assistant in our IT department. AIM is a ministry of the North American Division which answers the toll-free numbers for many of the church's media ministries. **Because of this we are looking for a person that has a strong dedication to the soul winning mission of the Adventist church.**

The IT Assistant position works directly with and under the supervision of the IT Department Supervisor. They will also work with other student IT personnel. They will also communicate to and work closely with AIM Administration and Management.

This position is being offered to students with a corresponding background in IT or who are currently well along in the Computer Science major (sophomore and above). The applicant should qualify for employment under the student labor policies of Andrews University. Usually an internship credit can be arranged with your department.

We are looking for someone who will invest themselves in this ministry for longer than a school year, hopefully several years. Essential to the job is being a self-starter, someone who can figure out what needs to be done and do it. We anticipate that the person we hire will work about 15 hours per week when school is in session and up to full time during most vacations and summer.

AIM works primarily in a Windows environment. On any given day the IT Assistant can be involved in one or more of the following areas:

- Network design and maintenance
- Setting up or maintaining Servers
- Maintaining offsite backup system
- Maintaining Exchange Sever and email management
- Maintaining or modifying our sophisticated software-driven phone system
- Maintaining workstation computers, monitors, phones, speakers, etc.
- Building new computers for workstations
- Supporting our mail order and shipping software
- Management of inventory controls
- Helping Management with special projects
- Helping employees with log in or working equipment issues
- Any other IT related issues that might arise
- Setting up or maintaining databases
- Maintaining and improving our primary software program
- Developing or maintaining reports for management or clients
- Maintenance and development of our website(s)
- Documenting software, procedure or policy development

You can apply at www.callaim.org/employment/

Contact: Joshua Garrett— 269-471-6028 or JoshuaG@callaim.org