

# National Tropical Botanical Garden Information Technology Assistant- Kalaheo, Kauai

## JOB POSTING

The National Tropical Botanical Garden (NTBG) is seeking candidates for a Full Time Information Technology Assistant position.

The position will assist the NTBG information technology department in a variety of tasks in order to keep the network and endpoints running smoothly. Tasks will include computer system management setup and maintenance, network configuration and maintenance, IT help desk, and cyber security. Additional tasks may include, but are not limited to: data entry, database management, and AV setup. Candidates will interact with staff at the NTBG to maintain and develop information technology systems for use in conservation and management of the botanical garden. Tasks will be performed mostly on location, but some remote work is possible.

A successful candidate must be a self-starter, willing to identify and take on tasks as they arise. The candidate must have knowledge of information technologies and systems. The ability to coordinate at multiple levels and provide great customer service, and a willingness to take ownership of all IT related issues. Additionally, the candidate must be willing and able to provide training to end users on applications and procedures.

### Required Skills

- Knowledge of and ability to use and maintain the Microsoft Windows 10 operating system.
- Understanding of basic computer hardware.
- Basic knowledge of computer networking, TCP/IP and associated technologies.
- A working knowledge of Microsoft Office
- Experience with Google Workspace applications (Gmail, Google Drive, Docs, Sheets).

### Optional Skills/Certifications (not required but a plus)

- CompTIA A+/Net+
- Microsoft Technology Associate Certificate (MTA)
- Google Workspace Administrator Certification
- Ubiquiti Unifi Network Management System.
- Experience with VoIP providers such as RingCentral
- Experience with Blackbaud applications.

If interested, submit a letter of interest detailing your career goals and how this opportunity would assist in attaining them, as well as your resume, to [hr@ntbg.org](mailto:hr@ntbg.org)

Deadline to submit: Until filled

Submit application, resume and letter of interest to:

Email: [hr@ntbg.org](mailto:hr@ntbg.org) or Fax: (808) 332-9765

Postal Mail/In Person:

Human Resources - Headquarters  
National Tropical Botanical Garden  
3530 Papalina Road  
Kalāheo, HI 96741

For more information please contact Human Resources (808) 332-7324, Ext. 229.

Applications are available from the NTBG website: <https://ntbg.org/about/jobs/>

An Equal Opportunity Employer/Pre-Employment Drug Screening Required

4/08/2021