

Network Admin/IT Coordinator

The Diocese of Joliet is seeking to hire an Information Network Admin/IT Coordinator. The Network Admin/IT Coordinator supports the Director of Information Technology with the system analysis, supporting, maintaining, and upgrading of the Diocese of Joliet technology systems.

Bachelor's degree in computer science or related areas and previous work experience. Must support the Mission and values of the Diocese of Joliet and the Roman Catholic Church.

Proven experience and success supporting computer systems, LAN and WAN environments, network security principles and best practices, proven analytical and problem-solving abilities, experience working in a team-oriented, collaborative environment. Must have strong customer service orientation, strong oral and written communication skills along with good interpersonal skills.

This is a full time position with benefits. Normal workweek is Monday through Thursday 8:00 a.m. – 4:30 p.m. and Friday 8:00 a.m. – 1:00 p.m. Some overtime as required. On-call availability for emergency issues. Requires lifting and transporting moderately heavy objects, such as computers and peripherals; along with bending, stooping, etc. when working with computers and computer systems. Must be able to travel to remote locations as needed.

Qualified candidates meeting the necessary qualification please email cover letter, resume and salary requirements to humanresources@dioceseofjoliet.org.