



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe, Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: kiowatribe.org/careers

Job Opportunity: KTJA-25-004 Position Title: IT Specialist	Opens: 08/01/24 Closes: OUF
Salary Rate: \$20.00 per hour	Duty Location: Carnegie, OK

JOB SUMMARY

The IT Specialist maintains internet connectivity, back up information and troubleshoot glitches and other problems. They work remotely to guide clients through the process of re-setting and resolving issues and may also visit employees in the field to inspect repair and replace hardware. IT Specialist also audit system behavior and monitor firewalls to protect sensitive information and uphold cyber security protocols.

Reports To: IT Manager/Director

HOW TO QUALIFY FOR THE JOB

Educational Requirements: Bachelor's Degree in Programming, Computer Science, Computer Engineering or related field; and or a High School Diploma or GED and two (2) years' experience in Information Technology or related field.

EMPLOYEE BENEFITS AVAILABLE

- Installing new software and hardware components.
- Regularly evaluating our IT systems to ensure they meet the necessary demands.
- Assisting with network administration tasks.
- Ensuring data storage is safe and secure.
- Resolving all issues KT employees have with their IT systems and software.
- Educating employees about network security and best practices for computer usage.
- Hardware and software configuration.
- Knowledge of networks, computers and software configurations for server information security practices and procedures to protect the Kiowa Tribe from intrusion or corruption.
- Troubleshoot networks, computers, and devices.
- Effective Written and verbal communication skills and can prioritize and manage their daily schedules.
- Supporting the day-to-day operations of the KT computer network.
- Adhere to and follows all KT Tribal policies and procedures.
- All other duties assigned.

Leave Benefits, (15) Paid Holidays Medical / Dental / Vision

\$25,000 Basic Life and \$25,000 AD&D insurance coverage at no cost to employee

401K with 3% employer contribution, per plan requirements

WHAT ARE THE JOB REQUIREMENTS?

- Must possess a valid Oklahoma State Driver's license and be insurable under Kiowa Tribe's Driving Policy.
- Submit to and pass a pre-employment background check and pre-employment drug test.
- Must be able to travel when needed.
- Regular sitting, standing, walking.
- Occasionally reaching, stooping, bending and lifting of items weighing 50 pounds or more.

SUBMIT TO: HR@kiowatribe.org or **DROP OFF AT:** 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6465

Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.