



13767W County Road B
Hayward, WI 54843

Job Posting

Job Title: IT Specialist I
Department: IT
Reports to: IT Manager
Pay Grade: NE10
Position Type: Key
Opening Date: 11/2/2021
Closing Date: Until Filled

Basic purpose or function: The IT Specialist I, works with the Specialist II or III and System Analyst to maintain the Casino, Lodge, and Conference Center's computers, peripherals, network infrastructure, applications, and telephone systems. They are also responsible for assisting with A/V setup and maintenance for the property.

Job Duties:

- Perform help desk functions using current tracking software to include troubleshooting and correcting all problems related to hardware, software, network and on-line systems
- Support current Microsoft (and Mac if applicable) operating systems to include Windows 7 & 10, and Office 365
- Assist in setup, security, and maintenance of A/V (Audio-Visual) equipment
- Provide minor programming and design of spreadsheets and databases
- Maintain security and reliability of the network and its associated components (printers, phones, pcs)
- Provide positive customer support and training to the end user
- Safeguard assets, keys, proprietary information, and other assigned properties within the department and casino
- Perform cat5e or cat6 wiring and diagnostics
- Perform wire maintenance and management
- Perform pc maintenance including cleaning and upgrading
- Build and Configure workstation pcs for end users
- Perform other duties as assigned
- Participate in the "on-call" rotation
- Work a rotating schedule that includes weekends and holidays

Job Qualifications:

- Working knowledge of computer hardware and troubleshooting, windows and windows-based applications, and network technologies
- Two years' experience in a computer related field desired, preferably at a support level
- Good attendance record, have a positive attitude, have good communication skills, be well organized, and be customer service oriented
- Desirable; secondary education in a computer related subject, computer related certifications

Native American preference applies to all candidates for this position.

Apply online at:

www.sevenwindscasino.com

Our Team

If you are unable to apply online, submit information to:

Human Resource Department
Sevenwinds Casino, Lodge & Conference Center
13767W County Road B
Hayward, WI 54843

Doug Merrill, Training & Development Specialist
715-634-5643 Ext. 6121

Tina Coss, Human Resource Manager
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