



## United States-China Friendship Volunteers 美中友好志愿者

### **Position Available: Information Technology Specialist**

The United States-China Friendship Volunteers in cooperation with Sichuan University seeks an Information Technology Specialist (ITS) to serve full-time based in Chengdu, China. The ITS administers the local IT systems, maintaining ITS group mandated configurations, and ensures that all IT systems adhere to United States-China Friendship Volunteers policy. Total annual compensation is approximately RMB 150,000.

### ***Duties***

- Provides formal or informal IT training to staff who have varying degrees of technical proficiency both in Chinese and English
- Conducts the annual volunteer IT Security training and other necessary trainings at Pre-Service Training (PST) and In-Service Trainings (ISTs) as required
- Ensures that all IT related needs are met while adhering to ITS/United States-China Friendship Volunteers guidelines and policies
- Independently installs hardware and software; identifies and solves technical problems including but not limited to hardware, software, and Internet
- Re-images and reassigns computer equipment with staff changes
- Maintains ITS standard back-up system for mission-critical data
- Maintains a continuing dialogue with other Regional IT Specialists, monitoring systems and policies to ensure efficient and effective systems; helps determine means of increasing IT program effectiveness

### ***Qualifications and Requirements***

- University Degree in Computer Science or related field of study
- Three years' experience in Windows systems administration, CISCO solutions, MS SharePoint, and MS Exchange 2010
- Two years' experience in computer training or website development
- Experience with HP workstation and server hardware
- Proficiency in oral and written communication in Chinese and English
- Strong analytical and problem solving skills with good interpersonal skills
- Ability to work effectively as part of an intercultural team

Qualified individuals must submit a cover letter and resume (curriculum vitae) in English, which describe their qualifications and reasons for applying for the position. The information must include, at a minimum, all relevant educational and work experience as well as salary history and names of three professional references. All materials requested above must be sent to the following email address: [jobs@cn.peacecorps.gov](mailto:jobs@cn.peacecorps.gov)

**Deadline for receiving applications: Friday, December 19, 2014**