TECHNOLOGY SPECIALIST
W.E. UPJOHN INSTITUTE FOR EMPLOYMENT RESEARCH

Position Summary

The W.E. Upjohn Institute for Employment Research is seeking a Technology Specialist to provide technical assistance to end-users. This includes installing and maintaining a variety of computing devices, responding to questions and troubleshooting problems regarding the organization’s technical hardware and software.

Position Requirements

Demonstrated experience providing technology support required. Certification or degree preferred. Proficiency with the Microsoft Windows operating system and/or a Linux operating system required. Must be able to quickly learn an array of computer hardware, software, and procedures. Must be able to lift 35 pounds at a time.

Strong analytical, technical and problem-solving skills required. Strong organizational skills and attention to detail required. Strong verbal and written skills required. Strong interpersonal skills required. Must be able to interact with and respond to the needs of a diverse employee population. Must be able to explain technical issues to technical and non-technical colleagues.

About the W.E. Upjohn Institute for Employment Research

Since 1932, the Upjohn Institute has functioned as one of the world’s leading independent, non-partisan, and non-profit labor economics research organizations, seeking to research the causes and effects of unemployment and to devise ways and means of alleviating hardships caused by unemployment. The Institute also houses the administrative arm of the local workforce development programs.

The Institute offers a competitive salary and generous benefit package.

Application Instructions

Submit resume and letter of interest to hr@upjohn.org.