



Job Posting: Information Technology Technician

United Valley Bank is seeking a qualified applicant to fill the position of Information Technology Technician. The location of this position is available at any of United Valley Bank's locations which includes Cavalier and Grand Forks, North Dakota, and Argyle, Hallock, Lancaster, Mahnomon, Twin Valley, and Crookston Minnesota. This is a full-time position that offers a competitive salary and benefits package.

Job Description

The Information Technology Technician (IT Technician) will assist the Sr. Vice President of Information Technology (SVP/IT) with day-to-day issues dealing with the bank's technology. This position will also assist the SVP/IT in the implementation of the Information Security Program, including the risk assessment process, IT audits, and the development and maintaining of policies and procedures. This position be responsible for the maintenance of IT related systems, along with providing IT support to end users.

Essential Duties and Responsibilities:

- Install and configure bank computer hardware, operating systems, and applications
- Assist in monitoring and maintaining computer systems and networks
- Troubleshoot hardware and software issues
- Support for end-user issues and requests, providing feedback and problem resolution in a professional and timely manner
- Ensure security, privacy and maintenance of networks and systems
- Travel to branch offices as needed to install and troubleshoot IT equipment
- Provide user training of operations systems and applications as needed
- Participate in implementing new systems/applications as required
- Support all United Valley Bank (UVB) policies and procedures
- Facilitate and set up new employee accounts and equipment as part of the onboarding process
- Assist in monitoring, managing, and tracking UVB IT assets according to established policies and provide recommendations as needed
- Desktop and network equipment setup
- Communicate professionally and maintain positive working relationships with others, both internally and externally to UVB in carrying out job functions
- Assist with other duties as assigned

Qualifications

- Bachelor's degree in an Information Technology related field of study or equivalent work experience is preferred
- Knowledge of computer and office equipment along with various software applications
- Knowledge of Microsoft Windows and M365 applications is preferred
- Experience with VMware and Active Directory preferred
- Experience with IT remote support
- Working knowledge of telecommunication and internet technologies

- Working knowledge of routing, switching, and wireless network technology
- Ability to effectively organize and prioritize work
- Strong communication and interpersonal skills are required
- Advanced troubleshooting, attention to detail, and multi-tasking skills are required
- Ability to establish and maintain effective working relationships with others

To Apply:

Employment Application: visit <https://www.uvbank.net/careers/>

Submit Resume To: Jean Johnson, Sr. Vice President IT
United Valley Bank
211 Division Ave S PO Box 170
Cavalier, North Dakota 58220

United Valley bank is an equal opportunity employer.