

CLINIC TECHNOLOGY VOLUNTEER

JOB PURPOSE

Clinic Technology volunteers provide support to the clinic for computer and other technology related activities around the clinic.

PRIMARY DUTIES AND RESPONSIBILITIES

Support Microsoft licensing questions (in conjunction with MS support)

Support virus checks and issues

Answer technical questions on PC applications and hardware

Support backup and recovery activities

Make recommendations on IT related policies/approaches

Support network troubleshooting

TIME COMMITMENT

Volunteers are required to commit to at least six months of service.

Volunteers are required to come at least one shift every month. Each shift is 2-4 hours long.

Preferred to have availability for short notice help for break/fix issues.

QUALIFICATIONS

Must be at least 18 years old

Willingness to serve persons with limited access to healthcare and who are from diverse backgrounds

Computer literacy and familiarity with MS Office products, as well as PC and Chromebook hardware

Adherence to OSHA and HIPAA confidentiality requirements

Ability to work well in a team setting

Detail-oriented with excellent follow-through skills