



**STATE OF VERMONT**  
OFFICE OF LEGISLATIVE INFORMATION TECHNOLOGY

**NOW HIRING: “SESSION-ONLY” USER SUPPORT SPECIALIST**

The Office of Legislative Information Technology is seeking to hire a “Session-Only” User Support Specialist. The User Support Specialist will maintain and update mobile devices and accessory inventory, facilitate the use and setup of presentation equipment, and provide general user support under the guidance of the full-time IT staff. The User Support Specialist may provide support both one-on-one and in groups, including legislative committees. This position is **TEMPORARY** and will run from late December to May 2020, depending on the adjournment date.

The Office of Legislative Information Technology is a small, collaborative team. Strong interpersonal skills and the ability to work independently are essential. In addition to the State standard compensation package, we also provide paid technical training and professional development opportunities.

This position is nonpartisan, and it is essential that personal political beliefs do not interfere with the quality of service provided.

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**PAY RATE IS \$18.00 PER HOUR.**

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**REQUIRED EDUCATION/EXPERIENCE:**

Associate’s degree in computer science or a related subject, OR 2+ years’ experience in user support.

**REQUIRED PROFICIENCIES:**

- Self-starter with a high aptitude and a strong desire to learn new technologies
- Ability to quickly and accurately troubleshoot issues in time-sensitive situations
- Microsoft Office 365
- Windows 7/10
- Apple iOS
- Android OS

**Application Procedure:**

Please submit a resume and a cover letter describing how your education and experience make you well suited for this position to: [ITApplication@leg.state.vt.us](mailto:ITApplication@leg.state.vt.us). Include the subject line: “User Support Specialist” in your email. The resume and cover letter should be in PDF format.

**Application Deadline:** December 13, 2019

**Equal Opportunity Employer:** The Office of Legislative Information Technology is an equal opportunity employer. Applications from women, individuals with disabilities, veterans, and people from diverse cultural backgrounds are encouraged. ADA accommodations will be provided upon request.