

Administrative Assistant (One openings) - AA100

Location: Ft. Meade, MD

Two positions for three months

Responsibilities:

- Perform scanning of hard copy archives and adding a small amount of metadata to each scan file into a document imaging solution

E-Learning Systems analyst (One openings)

One position for six months

Responsibilities:

- Analysis of eLearning requirements

Required Skills:

- Experience in e-Learning, business analysis, and gathering requirements
- Experience meeting with stakeholders and designated points of contact
- Experience creating deliverable documentation.
- Familiarity with market products used for training online sufficient to make solution recommendations

Desktop Technician (1 openings)

Responsibilities:

- Assists users via phone and field support in a wide range of Windows computer issues.
- Installs, upgrades and maintains desktop and portable computer hardware, software, printers, and peripherals.
- Enters and updates tickets in Remedy.
- Tracks and manages software licenses.
- Assists with deployment of security patches.
- Tracks trends and recommends corrective actions. Ensures compliance with applicable security and property accountability requirements.
- Provides minor network cabling installations and modifications as required.

Required Skills:

- Junior: 1-2 years experience
- Mid-level: 3-5 years experience
- B.S. in Engineering, Computer Science, MIS, or related degree or equivalent experience

Desired Skills

- Microsoft certification
- A+ or Network+ certification