

## **MIS Administrator**

The Alaska Industrial Development and Export Authority (AIDEA) and the Alaska Energy Authority (AEA) are recruiting for an MIS Administrator position. This is a full time position, Range 18/20 Flex, located in Anchorage. This position offers a competitive wage plus State of Alaska employee benefits including 1.75 days leave accrual per month, 11 paid holidays, health benefits and retirement plan.

This position is responsible for management and maintenance of the information systems for AIDEA / AEA. The duties include, but are not limited to, general maintenance of office computers, servers, SQL databases, IIS / WEB, Hyper V, Cisco phones, and SharePoint sites.

For a complete position description and employment application visit AIDEA's website at [www.aidea.org](http://www.aidea.org). Send application and resume to Human Resources, AIDEA, 813 W. Northern Lights Blvd., Anchorage, AK 99503, by fax to (907) 771-3946, or by email to [hr@aidea.org](mailto:hr@aidea.org).

Application and resume must be received no later than 5:00 p.m. on Friday, December 9, 2016.

You must submit an employment application in order to be considered.

The state of Alaska is an EEO/ADA employer. Individuals requiring accommodations should call 1-800-587-0430 or 465-4095 in Juneau or (907) 465-3412 (TTY).