



**ILLINOIS
EDUCATION
ASSOCIATION**
www.ieanea.org

VACANCY NOTICE

100 East Edwards Street • Springfield, IL 62704-1999 • 217.321.2206 • Fax 217.544.0707

June 26, 2026

PLEASE POST

COMPUTER SERVICES SPECIALIST Springfield, Illinois

DEADLINE FOR INTERNAL APPLICATIONS: July 13, 2026

EFFECTIVE DATE: To Be Determined.

HOW TO APPLY: Candidates should submit resume and application materials by using the following links: [Internal Candidates Apply Here](#) and [External Candidates Apply Here](#)

INTERVIEW LOCATION: Selected candidates will be interviewed at a location determined by the IEA-NEA.

STAFF AUTHORITY AND RELATIONSHIPS: Directly responsible to the Director of Program Development and Executive Director. Supervises and directs assigned associate staff.

POSITION DESCRIPTION: Develops and maintains the IEA-NEA's computer program and computer-based data and communication systems; provides training and support for IEA-NEA computer users.

RESPONSIBILITIES:

1. Installs, configures, and maintains computer hardware and software used by IEA-NEA staff and governance.
2. Develops and delivers training to staff and governance to facilitate their effective use of computer hardware and software.
3. Provides technical and troubleshooting support for computer users.
4. Installs, configures, and maintains computer hardware and software necessary for IEA-NEA's local area network and email system.
5. Provides technical support for wide area network with NEA and other state associations.
6. Develops, designs, and maintains computer-based systems and procedures necessary to produce IEA-NEA department reports. Consults and assists users in designing and maintaining these systems.
7. Installs, configures, and maintains computer hardware and software necessary to promote IEA-NEA's web presence with our home page, budget analysis, and other web applications.
8. Supports the process of member engagement activities through utilization of the organization's information systems, including, but not limited to, observing, uploading, extracting, testing and optimizing data to maintain robust databases.
9. When necessary, develops streamlined processes to assist IEA staff in data entry for use with IEA data systems.

VACANCY NOTICE

COMPUTER SERVICES SPECIALIST Springfield, Illinois (Continued)

RESPONSIBILITIES: (Continued)

10. Identifies information systems nuances through testing and user feedback; contributes toward development of future innovations and capabilities of IEA systems.
11. Supervises associate staff, i.e., initial employment recommendation, evaluation and remediation.
12. Makes recommendations to the Department Director for the development of the department budget and takes necessary action required to operate within the approved IEA-NEA budget.
13. Demonstrates a high degree of interpersonal skills. Interacts appropriately with staff, members, and the general public.
14. Performs other appropriate duties as directed by assigned management staff.

MINIMUM QUALIFICATIONS:

- Minimum Bachelor's Degree in Information Systems/Computer Science or related field.
- Proficiency in SharePoint Online/M365 architecture, document libraries, and lists.
- Ability to integrate Microsoft Power Platforms for IEA projects, analysis, and workflow automation.
- Proficiency in SharePoint page design and site maintenance.
- Working knowledge of C#, JavaScript, HTML, CSS for custom webparts **preferred**.
- Prior experience with Azure databases desirable.
- Strong Excel skills.
- Prior experience conducting trainings for non-technical audience desirable.
- Video conferencing support and vendor management.
- Ability and aptitude to provide technology support for desktop and mobile computing hardware and software including Microsoft Office Suite, basic hardware/software troubleshooting, network connectivity, and large meeting troubleshooting/support.
- Must be detail oriented and able to manage multiple projects to completion in a timely manner.
- Good written and oral communication skills.
- Ability to work independently, and capable of dealing effectively on an interpersonal basis with others; willing to work as part of a team.
- Willingness and ability to travel.
- Valid driver's license required.

SALARY AND BENEFITS:

Internal candidates: In conformance with the IEA-NEA/IEASO Professional Staff Contract.

External candidates: Salary range - \$81,277 per year to \$114,941 per year; a benefits summary can be found at <https://ieanea.org/about/employment/> under Salary & Benefit Summaries, Professional Staff.

IEA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND ENCOURAGES WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES TO APPLY.