

DEPARTMENT OF MILITARY AFFAIRS  
Lincoln's ChalleNGe Academy

**CAREER OPPORTUNITY ANNOUNCEMENT**  
**Personal Services Contract**

**POSITION TITLE:     MANAGEMENT INFORMATION SYSTEMS (MIS) ASSISTANT II**  
**(Temporary Position)**

**SALARY:                 \$3350/MONTH**

**WORKSHIFT:           Determined by the MIS Supervisor**

**LOCATION:               Rantoul, IL**

**LCA # 21-016**

**AREA OF CONSIDERATION: N/A**

**EXAMPLE OF WORK:** Under the direct supervision of the Management Information Systems Supervisor, the Management Information Systems Assistant II provides assistance in the oversight of daily operations of the Lincoln's Challenge Academy administrative and student network computer systems and telecommunications systems. The responsibilities include, but are not limited to, the following:

- Assists in monitoring and maintaining of computer and ADP systems and backups, to include student and administrative local area networks. Initiates trouble reports when required. Assists in scheduling, monitoring, and maintaining system backups.
- Performs computer upgrades to include upgrading of software and hardware and performs repairs on computers and peripherals within the scope of in-house capabilities. Evaluates and provides recommendations for the utilization of out-source vendors when repairs exceed in-house capabilities of the MIS Supervisor.
- Assists in monitoring and maintaining the LCA telephone system, including voice mail, phone lines, and network communication data lines. Coordinates with regional offices to ensure telephone/data line problems are resolved. Notifies supervisor when trouble reports/service calls are required.
- Performs routine maintenance on running new network cables or replacing old network cables through the premises.
- Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.

**REQUIREMENTS**

Requires the knowledge, skill, and mental development equivalent to the completion of two years of college with course work in computer science and one year of specialized experience in the use of computers in an administrative or educational environment. MCSA/MCSE Microsoft certifications preferred. Pearson VUE Administration Certification within six (6) months of employment date. DOD Information Systems require Information Assurance Technical (IAT) Level I Certification (A+ preferred) or ability to obtain certification within six (6) months of employment date in accordance with DOD 8570.01-M. Must acquire and maintain a Common Access Card issued by Department of Defense for computer and building access.

**(LCA # 21-016 Cont'd)**

**KSA's:** Requires knowledge of Windows based programs. Requires knowledge of desktop publishing, presentations, word processing and spreadsheets. Requires knowledge of Microsoft Office applications, which includes demonstrating the ability to install all software components. Requires knowledge of local area network systems utilizing Microsoft Windows operating systems, and a general knowledge of network and backup operations. Requires the ability to document all systems and work performed. Network Administration experience is desirable. Requires the ability to rapidly isolate and repair hardware and software failures. Requires ability to communicate effectively both orally and in writing and provide daily reports to Supervisor. May be required to be on call for emergencies during non-business hours as well as working overtime. Requires ability to lift and carry 50 lbs., i.e., heavy boxes of equipment, parts, etc. Requires a valid Illinois driver's license.

**NOTE: This is a temporary position starting May 2021 and ending October 2021.**

**ALL APPLICATIONS MUST BE COMPLETE:** Those applications that are received missing any required information or documents will **NOT** be considered. Prior military personnel must attach a copy of their DD214 to their application.

**DOCUMENTS THAT CANNOT BE ACCEPTED:** Photographs, copies of position descriptions, performance ratings, awards, and letters of appreciation.

**EMPLOYMENT STIPULATIONS:**

- This is an announcement for a Personal Services Contract for the Lincoln's Challenge Academy and the State of Illinois. At this time, this contract does not provide for medical, dental or life insurance and state retirement plans are not available. Specific questions regarding benefits should be directed to the point of contact on this announcement.
- Prior to hiring, a federal background check for computer access is required.

**EQUAL OPPORTUNITY:** The Lincoln's Challenge Academy is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, member or non-membership in an employee organization or any other non-merit factor.

**WHERE TO SUBMIT:** Applications must arrive no later than the closing date specified on this announcement. Call or e-mail and receive a DMAIL-LCA Form 210 (Employment Application) and a Release of Information Form, or obtain documents at our website: [www.lincolnschallenge.org](http://www.lincolnschallenge.org)  
Mail, email or fax documents to:

**Lincoln's Challenge Academy**  
**ATTN: Sherri White-Taylor, Human Resource Manager**  
**212 W. Borman Avenue**  
**Rantoul, IL 61866**  
**(217) 892-1302**  
**FAX: (217) 892-1385**  
[sherri.white-taylor.ctr@mail.mil](mailto:sherri.white-taylor.ctr@mail.mil)

**Date Posted: April 14, 2021**

**Closing Date: May 14, 2021**