



iMIS Specialist

*Information Technology Business Unit
Exempt*

Reporting Structure:

The iMIS Specialist reports to the Senior Director, Information Technology

Position Overview

This entry-level position offers an opportunity to gain hands-on experience with iMIS, our association management system. The role will work with all business units to provide iMIS support, deliver new functionality, and training.

Qualifications

- Bachelor's degree in Information Technology, Computer Science, Business Administration, or a related field
- 1-2 years experience working with iMIS and RiSE.
- Knowledge of ReportWriter and Forms Builder a plus.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint).
- Experience with HTML, CSS, JQuery or web development a plus.
- Understanding of data management and reporting best practices.
- Strong analytical and problem-solving skills with attention to detail.
- Excellent communication and interpersonal skills, with the ability to work effectively across teams.

Key Responsibilities

- Serve as a primary iMIS support resource for the Academy, addressing questions and troubleshooting issues as they arise.
- Work with IT staff to deliver new functionality to users.

Specific Duties

- Help troubleshoot and resolve basic system issues related to iMIS functionality and user experience.
- Develop queries to support business unit data needs.
- Assist in onboarding and training new users on iMIS functionality, ensuring they understand how to access and use the system effectively.
- Assist with data integrity/clean-up initiatives.
- Create reports and/or dashboards.
- Assist in implementing and testing iMIS add-ons.
- Assist with iMIS configuration as needed.
- May participate on internal teams, either through formal assignment, or on an ad hoc basis.
- Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally, either orally or in writing.

Please submit your resume, cover letter and salary, expectations through one of the following options:

- **Email:** Attach a Word document or copy and paste your cover letter and resume and send to employment@entnet.org.
- **Mail:** AAO-HNSF, 1650 Diagonal Road, VA 22314-2857 Attention: Human Resources
- **Fax:** 1-703-683-5100



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