**Senior IT Specialist**

The Skolkovo Institute of Science and Technology (Skoltech)

Moscow, Russia

The Skolkovo Institute of Science and Technology (Skoltech) is proud to announce the creation of a **Senior IT Specialist** position in the Center for Research, Education and Innovation (CREI) and seeks outstanding candidates to fulfill this important role.

The Skoltech is a startup university, to be located in the innovation zone called Skolkovo, outside of Moscow - sometimes called the “Russian Silicon Valley.” Launched in collaboration with the Massachusetts Institute of Technology (MIT) in 2011, Skoltech will have cutting-edge research and graduate educational programs with experiences in innovation and entrepreneurship wholly integrated. Skoltech will attract, educate, and engage the best talent from within the Russian Federation and overseas, interacting closely with research laboratories, ventures, and industrial partners, and helping to create a crucible of economic and entrepreneurial activity based on the application of science and technology.

**Reporting directly to Professor your primary responsibilities will include**:

* Managing and supporting the operations of the IT infrastructure of Skoltech CREI. The IT specialist is expected to have proven experience and track record in setting up, operating, and maintaining a CITRIX XenServer and Desktop infrastructure, and complex IT installations.
* Providing daily maintenance and assuring operations of the CREI, including installation and troubleshooting of all software and hardware equipment of the laboratory;
* Providing support to multi-disciplinary design studies and the research activities conducted by researches and students within the research group.
* Interaction with different providers, IT department.

**Experience and Qualifications**:

* An undergraduate university degree in an IT-related discipline from an accredited higher education institution. Master’s degree is a plus;
* At least 3 years of working experience in maintaining IT infrastructure;
* Experience in developing software and design processes;
* Experience in selecting appropriate instruments and establishing data acquisition parameters based on the best available methods in the mechanical testing area;
* Experience in supervising preventative maintenance of equipment and facilities;
* Experience in technical documentation developing;
* Laboratory equipment and its maintenance rules;
* Experience of maintaining a CITRIX XenServer and Desktop infrastructure, and providing complex IT installations;
* Excellent technical problem solving abilities;
* Effective communication and interpersonal skills to deal with faculty, staff and students and other internal contacts;
* Excellent customer service skills and attitude;
* Good oral and written skills in English and Russian languages;
* Ability to work well in a fast-paced start-up environment with a diverse international team.

**Key Relations:**

**Reports to:**

* Professor

**Other Key Relations:**

* Researchers of the CREI;
* CREI Director.

**Remuneration**:

* The successful candidate will be paid a competitive compensation package commensurate with the important responsibilities of this role.

**How to apply:**

To apply for this position, please send 1) your application and CV in English 2) a cover letter indicating your interest in joining the dynamic team at Skoltech addressed to [jobs@skoltech.ru](mailto:jobs@skoltech.ru).

Skoltech is committed to diversity and opportunity, and application materials will be considered without regard to the gender, race, or nationality of the applicant.