



## Technology Manager

Sacred Heart School of Halifax is seeking a full time Technology Manager to administer the IT operations of the school. The successful candidate will have a balance of technical expertise and hands-on experience, and will oversee an evolving IT infrastructure.

### Responsibilities

- Manage the day-to-day IT operations at Sacred Heart School of Halifax
- Provide technical support for all IT, telephone and audio visual equipment to administration, faculty and students
- Manage, maintain and develop best practices for the student information database
- Define and oversee the corporate IT architecture, including the LAN and wireless networks, voice communication system and virtualized server stack
- Interact with senior administrators to help establish goals for the IT department and the long term roadmap
- Manage all aspects of network, workstation and server installation, administration, configuration and deployment
- Manage Blackbaud database and web services (Education Edge, Raiser's Edge, OnProducts)
- Occasional evening/weekend work may be required

### Requirements

- Post-secondary education in an IT related field as well as 5+ years of industry experience
- Strong understanding of databases to support staff and ensure data integrity
- Excellent communication and interpersonal skills
- Strong organizational skills with an ability to multi-task
- Strong knowledge of network configuration and administration, including routing and switching, VLANs and network infrastructure
- Proven experience with
  - o Google Apps (for Education)
  - o Microsoft Active Directory, Group Policy and Microsoft Windows 2008/2012 Server administration and support
  - o Microsoft Remote Desktop Services
  - o Virtual Server technologies (Microsoft Hyper-V)

Interested candidates should forward a cover letter and resume to [careers@shsh.ca](mailto:careers@shsh.ca) no later than **Monday, July 4, 2016**. We thank all candidates for applying. Only those candidates chosen for an interview will be contacted.

Fax: (902) 406-7055 Phone: (902) 422-4459

Visit us on the web at [www.shsh.ca](http://www.shsh.ca)

5820 Spring Garden Road, Halifax, Nova Scotia, Canada B3H 1X8

A Catholic independent school, co-ed Junior Primary to grade 6,  
Girls' only grade 7-12, Boys' only grade 7-12, Sacred Heart School of Halifax  
stimulates young minds and fosters a lifelong love of learning.