MARQUETTE UNIVERSITY HIGH SCHOOL

Job Title: *Director of Technology*
Job Start Date: *July 15, 2025*
Application Closing Date: *until filled*
FLSA Status: *Administrative, 12-month, Full-Time*

SUMMARY OF THE POSITION:

The Director of Technology is responsible for the oversight and operational management of the school's technology. This individual works with academic, business, development, security, and other administrative personnel to develop, implement, and support technology in all areas of the school. MUHS is looking for someone who can work well with others in leading technology planning and respond to the operational and academic needs of the school.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage and maintain the school's technology infrastructure, including hardware, software, networks, and systems.
- Oversee technology training and development for employees and students.
- Develop and implement technology plans that align to the school's goals.
- Manage the technology budget and purchase equipment and software to support the school's educational programs and operations.
- Oversee the helpdesk ticketing system.
- Manage user accounts of technology systems.
- Procure and manage license agreements both internally and jointly with the Archdiocese of Milwaukee.
- Oversee computer installation, maintenance, and repair.
- Support the effective use of and integration of technology in school operations.
- Contract, oversee, and coordinate the work of technology vendors.
- Support communication and monitoring systems, including phone and security.
- Ensure the security of data and systems.
- Develop and implement technology policies.
- Manage the eRate program for the school.
- Lead Audio-Visual planning, maintenance, and upgrades for the school.
- Maintain web services hosted within the school.
- Explore and implement new technologies to enhance learning and operations.
- Maintain web services hosted within the school.

QUALIFICATIONS:

- This position requires a Bachelor's degree in Information Technology, Computer Science, or equivalent experience (technology and operations/resource management).
- Knowledge and experience in leading and supporting a technology infrastructure.
- Experience managing a wide variety of web applications and systems.
- The ideal candidate should have a knowledge of security standards and possess business application skills (word processing, spreadsheets, and presentations).
- Strong oral and written communication, project management, and excellent interpersonal skills are a must.
- The ability to manage personnel, projects, and budgets, as well as efficiently manage technology purchases, is necessary.

SUPERVISION RECEIVED:

This position reports to the Principal and/or Director of Operations.

WORKING ENVIRONMENT:

This is a 12-month position. This position may require occasional evening work to accommodate meeting schedules. Additional hours during the year-end audit may be required. This position involves the use of computers and office equipment

HOW TO APPLY:

If you are interested, please email your cover letter and resume to Sara Christensen, Human Resources Manager, at jobs@muhs.edu.