



**Professional Opportunity: Technology Assistant  
All Saints' Episcopal Day School  
Phoenix, Arizona**

All Saints' Episcopal Day School, located in Central Phoenix, seeks a Technology Assistant starting Spring/Summer 2018. This full-time position is responsible for assisting with basic day-to-day operations of the Technology Office.

Prior knowledge of many of the programs we use, such as Apple School Manager and other iPad management software, are not required to apply for this position. However, successful candidates are resourceful problem solvers with a basic understanding of technology and capable of learning new technology programs and concepts. This position requires the individual to learn necessary technology skills to perform the position's duties and responsibilities.

**Duties and Responsibilities**

- Assist in the setup and maintenance of all iOS devices on campus for faculty and students.
- Troubleshooting iOS hardware and software problems for faculty and students
- Assist in the management, installation, and updates of iOS applications through our Mobile Device Manager (MDM)
- Monitor iOS application updates and changes in our Apple Device Enrollment Program and Apple School Manager
- Order and research iOS applications through the Volume Purchase Program and Apple School Manager for the best discounts available
- Act as a central participant in the School's ongoing 1:1 iPad planning
- Be a consistent presence on campus in locations where technology is being integrated.
- Assist in the formulation of technology plans through ongoing meetings with the Chief Financial Officer and other members of the Technology Committee
- Assist with monitoring the Technology Help Desk
- Respond to telephone calls, emails, and ticket requests for support
- Assist in the maintenance and replacement of the printers and toners
- Document procedures and processes for the Technology Office
- Assist in other technology related projects as they arise

**Knowledge, Skills, Characteristics, and Abilities**

- Attention to detail
- Self-motivated
- Respect for confidentiality
- Dependable
- Strong documentation skills
- Willingness to learn
- Ability to follow through and execute on assigned tasks
- Excellent communication, organizational, and time management skills

- Ability to work with limited supervision and stay focused while performing repetitive tasks
- Must be a collaborative team member, show initiative, work independently and be an innovator with a passion for making technologies work for people
- An understanding of appropriate uses of technology in the educational setting
- Ability to effectively communicate to students and adults with varying levels of expertise and provide simplified explanations of complex technical issues
- Be able to multi-task, work efficiently and collaboratively interact with colleagues in the Technology Office
- Competency in iOS mobile devices and iPad functionality
- Knowledge of Windows computers and software, in particular, Microsoft Office 7 and 10
- Knowledge of Google Suite and mobile apps
- An understanding of the Mac OS X operating system
- Able to work effectively with a Help Desk ticketing system
- Current knowledge and interest of available and emerging technologies, especially in regards to mobile computing.

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All Saints' Episcopal Day School in Phoenix, Arizona, is a parish-affiliated pre-k through eighth grade coeducational institution enrolling approximately 514 students.

Situated 10 minutes from downtown in the north-central area of Phoenix, the campus is in an attractive residential area along beautiful tree-shaded streets. The 16-acre campus is shared with All Saints' Episcopal Church.

All Saints' Episcopal Day School has nurtured the hearts and minds of students since 1963. As an outreach ministry of All Saints' Episcopal Church, the School expects and promotes the individual's active commitment to integrity, learning, and academic excellence. The challenging curriculum and close-knit, caring community reflect the traditional Anglican appreciation of cultural, racial, socioeconomic and religious diversity. All children, regardless of their denomination, attend student-led chapel sessions twice a week and take part in religion classes. All Saints' Episcopal Day School is open and inclusive of all religious traditions and embraces diversity as a value to be sought, including in its employment practices.

All Saints' is accredited by the Independent Schools Association of the Southwest and the Southwestern Association of Episcopal Schools and holds membership in the National Association of Independent Schools, the Arizona Association of Independent Schools, and the National Association of Episcopal Schools.

All Saints' Episcopal Day School is an Equal Opportunity Employer.