



## **JOB DESCRIPTION**

### **Academic IT Administrator**

**Full time, 40 hours/week**

Inly School is an independent Toddler–Grade 8 Montessori+ School located in Scituate, MA, 25 miles south of Boston. The School has a student population of approximately 290 students, 60 employees, and serves 20 towns on the South Shore. At Inly, our dynamic Montessori+ practices inspire our inclusive community of learners to explore and shape ourselves and the world with joyful persistence, curiosity, and compassion.

Inly seeks an impassioned advisor who will guide us on our ongoing journey towards assessing and advancing our technology department. Reporting to the Director of Finance and Operations, the Academic IT Administrator will provide vision and management of our information technology needs at Inly, particularly as our learning environment has shifted in response to the COVID-19 pandemic.

The Academic IT Administrator's responsibilities include liaising with Inly's IT Managed Service Provider, stakeholders, vendors and other departments. In addition, this position is responsible for ascertaining various departmental technology requirements, developing and implementing solutions that meet these requirements and ensuring that they are aligned with our organization's objectives. The Academic IT Administrator must also assist in finding new opportunities for the creative use of emerging technologies to support and enrich Inly's academic environment.

To be successful as an Academic IT Administrator, candidates should be hands-on with excellent technical aptitude, the ability to prioritize initiatives, effective project management experience, as well as superior people management skills. An outstanding Academic IT Administrator will be an excellent collaborator and able to ensure smooth, secure, and consistently updated technical operations within the organization.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential functions or duties listed below are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and the requirements of the job change.

### **Academic IT Administrator Responsibilities**

- Collaborates on the-development and implementation of an IT Strategic Plan, including:
  - Inventory — Analysis/Verification: Network/Hardware/Software (subscriptions)
  - Budget — Help Identify Capital Needs and Expense Review/ Day to Day ROI on Tech
  - Disaster Recovery — for both on and off campus staff/faculty
  - Technology Support Plan — for both on and off campus needs
  - State and Federal Policy Adherence
  - IT Best Practices, including Policies and Procedures

- Collaborates with Director of Finance and Operations and the Director of Advancement to ensure alignment in all departments.
- Assesses IT and Phone System (PBX Switch/VO-IP System) problems, in coordination with stakeholders and manages problem resolution using an external Managed Service Provider (MSP).
- Assists in GSuite Administration, management, training and access for faculty and staff.
- Assists in website development.
- Assesses and implements IT Organizational Structure in collaboration with the IT Management team to meet Inly's needs.
- Coordinates Blackbaud (BB) implementation needs in collaboration with School Directors to support school needs. Manages the retainer hours we have contracted with BB, as well as organizing meetings for the BB subject matter experts.
- Assist with database management and the management of student records.
- Collaborates with faculty, directors and other stakeholders, and assists in planning and developing academic technology needs, including Instructional Technology Plan/Curriculum Framework.
- Develops, implements, and evaluates IT projects in line with organizational objectives.
- Liaises with other departments, determining and addressing their IT needs and requirements.
- Provides and maintains a high-quality technology support environment for all faculty, staff, and students.
- Coordinates the purchasing, alignment and rotation and of all tech equipment with classrooms, teachers and all departments.
- Ensures the maintenance of current projects and technology systems, in coordination with Inly's Managed Service Provider.
- Identifies vulnerabilities, the need for upgrades, and opportunities for improvement.
- Proposes strategic solutions and recommending new systems and software.
- Prepares financial budgets and performance reports.
- Builds and maintains relationships with external advisors and vendors.
- Maintains confidentiality of all Inly data and information.
- Ensures reported issues are resolved in a timely manner.
- Attends staff meetings and serves on staff and or school committees, as requested.
- Other duties, as requested.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

- Degree in computer science or a related field
- Master's degree preferred
- Experience in website development & management
- Proof of continued education such as certifications is desirable
- 3+ years of management experience in an Academic IT environment
- Sound working knowledge of Academic IT operations, systems, and developments

- Excellent collaboration, communication and interpersonal skills
- Strong management and project management skills
- Strong analytical and problem-solving skills

**BENEFITS**

- Competitive pay
- Medical, dental and vision insurance
- Company-paid life insurance; supplemental life insurance available
- 401(k) plan
- Paid vacation, holidays, sick and personal time
- Flexible spending plans for both medical and dependent care
- Tuition assistance

**TO APPLY**

Please send resume and cover letter to [employment@inlyschool.org](mailto:employment@inlyschool.org)