

Technology Associate

St. John's Episcopal School is seeking a part-time, Information Technology Associate beginning July 1, 2018. The role of the of Information Technology Associate is to assist with the management of the school's IT for the administration, faculty, and students. This part-time position is for approximately 14 hours per week. Hours are fairly flexible during the 8:30 – 4:00 school day. As Technology Associate, the successful candidate will:

- Provide day-to-day support and maintenance of IT, including network and wireless infrastructure, student Chromebooks and faculty laptops, and databases and printers. He/she will oversee (in collaboration with the Communications Department) the technical side of the school's web content platform, including the support of WordPress.
- Assist with vendor relations, procurement, installation, and implementation of information as appropriate.
- Assist with the management of the inventory of equipment including desktops/Chromebooks/laptops, iPads, interactive whiteboards, projectors, copiers, printers, etc.
- In working with faculty and staff, the Information Technology Associate will assess and respond to their IT needs as well as provide maintenance and support for classroom technology, office technology, and audio-visual systems throughout the school.

Specific Skills and Competencies

- Competency with administrative and instructional applications of technology, i.e. Office Suite and Google Apps for Education
- Current and in-depth knowledge of network architecture, including wireless networks
- Knowledge of administrative and academic database systems, i.e. Achieve, Hapara, a plus
- Able to prioritize and effectively manage multiple tasks
- Able to problem-solve efficiently, effectively, and diplomatically
- Strong organizational, technical, and analytical skills; detail-oriented
- Strong interpersonal and communication skills, both written and verbal; able to work collaboratively with a team

Technology Associate Minimum Requirements

Education:

Bachelor's degree or certification in an appropriate field (information technology, computer science, systems management, or related discipline)

Experience:

Progressively responsible experience in the development, installation, and maintenance of information systems; professional technical certifications from one or more: Microsoft, Apple, Cisco, etc., preferred

How to Apply:

Interested candidates should forward a resume and cover letter to Sharon Rippen, Associate Head of School, at sharon.rippen@stjes.org.

St. John's Episcopal School assures equal employment opportunity in all of its employment policies and practices. These policies and practices shall be administered without regard to race, color, national origin, age, gender, marital status, political affiliation, veteran status, sexual orientation, or mental or physical disabilities not affecting one's ability to perform the essential functions of one's job.

St. John's offers competitive compensation based on prior experience, education, and position requirements. Medical, dental, life, long-term disability and retirement benefits are provided. More information about the school can be found on our website at www.stjes.org