

Cape Fear Academy

A learning community committed to discovering and developing individual potential, preparing each student for success in college and life.

Located in Wilmington, NC, Cape Fear Academy is southeastern North Carolina's premier PK3-12 independent school. A learning community of 620 students and 75 faculty and staff members, CFA is guided by the mission of discovering and developing individual potential. To accomplish this goal, CFA offers students an impressive array of opportunities in academics, the visual and performing arts, and athletics. Our 27-acre campus has state-of-the-art facilities that provide a rich and inspiring physical environment for students to explore and develop their passions. More important, CFA boasts a committed faculty and staff who live the school's mission in their daily interactions with students.

Teachers and staff at Cape Fear Academy deliver high quality instruction that emphasizes critical thinking, written and oral communication, and collaboration in a technology-rich environment. CFA's academic curriculum, recorded in an online mapping system, establishes clear, coordinated goals for each course and grade level while still allowing teachers the freedom to be creative and innovative in their instructional choices. Academic departments in grades K-12 foster collaborative decisions about curriculum, materials, and departmental goals. This high level of collegiality as well as support for continuous professional development make CFA an ideal place to grow professionally.

All members of the CFA community are familiar with and expected to uphold and foster the core values of respect, integrity, resilience, and accountability. These core values are the cornerstone for a newly-developed leadership program that empowers students to develop leadership skills, enabling them to go further in school and in life.

Applications are being accepted for the following position:

Database Administrator\Help Desk Technician

Major Responsibilities:

Database Administration

- Administer school database system
- Support database users with technical support relating to database functions
- Work closely with system administrator on syncing information across systems
- Coordinate the flow of information between database modules and external systems

Help Desk

- Staff the help desk and respond to PC related questions from student and teachers
- Respond to Tier 1 tech support tickets from faculty and staff
- Supervise the work of help desk students
- Coordinate and setup AV needs for campus events

- Performs other projects and duties as assigned

Qualifications:

Knowledge of MacOS and Windows hardware, operating systems troubleshooting and repair.
Experience with database systems/ queries
General knowledge of active directory/group policy
General knowledge of audio/ video and multimedia systems
Ability to work with users of all skill levels
Good communication skills on the phone and in person
Knowledge of Senior Systems a plus

Education: Bachelor's degree in an Information Technology field preferred*

Experience: Two to five years' experience as a database/ helpdesk technician in an educational environment or business.

*Directly related experience or a combination of directly related education and experience maybe considered

Salary and Benefits: A competitive compensation and benefits program

Starting Date: July 1, 2017

To Apply: Send a letter of interest, resume, and list of three references to Dave Sorenson, Director of Technology: dave.sorenson@capefearacademy.org