

## **System Administrator**

Reports to: Director of Technology  
Date of hire: Immediate / July 1, 2021  
Date Modified: January 2021  
Employee status: Exempt

St. Andrew's Episcopal School in Austin, TX seeks a highly qualified full-time, twelve-month, System Administrator whose primary responsibility will be supporting the school's educational technology tools, and infrastructure. There are two main areas of focus for this role. First, there is a particular focus on the administration of systems and software used by the Technology Department and the school. Second, the System Administrator will also provide support as part of a two-member Helpdesk team at our Upper School campus (grades 9-12).

### **Essential Responsibilities**

The System Administrator will be expected to:

- Manage, maintain, and when necessary make selection recommendations for Technology systems and software. Current systems across all three divisions include, but are not limited to, Zoom, Adobe Creative Cloud Suite, and Microsoft Office.
- Provide outstanding technology support and service to all school constituents on any and all technology-related issues. This includes all hardware, software, network and general-usage issues, with a particular focus on the Upper School 1:1 laptop program which supports both Dell and Apple devices.
- Assist with the maintenance and repair of all school technology (desktop and laptop computers, servers, printers, AV equipment, etc.). This may require coming to campus for support outside of standard school hours.
- Meet with teachers to provide professional one-to-one support and group-training for the integration of technology into classroom curriculum.
- Provide Audio/Visual support for school presentations or functions where it is required. This may require attendance of school events outside of standard school hours.
- Maintain and distribute technology consumables to faculty and staff.
- Participate in department wide projects and attend regular department meetings.

### **Qualifications**

- A dynamic and positive personality coupled with a proactive approach to support is essential.
- Demonstrated technology knowledge and troubleshooting experience.
- Apple certification (ACMT) and direct Apple Macbook experience is highly desired.

- Detailed knowledge of Windows and Mac Hardware and Operating Systems including: imaging, program troubleshooting, internet and network settings, system files, backup programs, peripherals and program integration.
- Knowledge of the Google Suite for Education, the Blackbaud K-12 OnSuite, Zoom (administrator level), the Adobe Creative Cloud Suite (administrator level), Active Directory, and/or the Microsoft Office Suite is preferable.
- Ability to maintain current and up-to-date expertise in a wide range of hardware, software and Operating Systems.
- Capacity to work both autonomously and as a team member.
- A Bachelor's Degree or higher is preferred.
- Strong organization, time and project management skills; problem solving skills; ability to exercise independent judgment; ability to establish effective working relationships with other faculty, staff and parents; and ability to maintain confidentiality.

Consideration will be given to candidates with experience in education and those who have a natural interest in technology and troubleshooting. Candidates who contribute to the cultural and ethnic diversity of the community are encouraged to apply. Lastly, exemplary interpersonal skills, a positive attitude and attention to detail are essential for this role.

St. Andrew's offers a generous benefits and paid time off package that contributes to a high quality of life.

St. Andrew's is a co-educational Episcopal K-12 day school, enrolling approximately 950 students on two campuses in Austin, Texas. The School strives to help young people from diverse racial, religious, ethnic, and socioeconomic backgrounds to achieve their potential. We strive to help students develop intellectual understanding, aesthetic sensitivity, physical well-being, and moral decisiveness so that they may lead meaningful and productive lives in their community. For more information about St. Andrew's School in Austin, please access our website: [www.sasaustin.org](http://www.sasaustin.org).

Please submit your resume and a brief statement of interest to Michelle Roe, Director of Finance & Human Resources, at [hr@sasaustin.org](mailto:hr@sasaustin.org).

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*St. Andrew's employs individuals without regard to race, color, nationality, ethnicity, religion, disability, sex, gender identity, or sexual orientation as protected by federal, state, or local law.*