



Job Opening for FULL-TIME INFORMATION SYSTEMS SPECIALIST

THE MISSION OF EASTSIDE
PREPARATORY SCHOOL IS TO
GUIDE STUDENTS TO ...

THINK CRITICALLY

ACT RESPONSIBLY

LEAD COMPASSIONATELY

INNOVATE WISELY

These four mission components guide the development of curriculum as well as the evolution of the EPS culture. Founded in 2002, Eastside Prep was accredited by NVAIS in January, 2010. Eastside Prep has grown from 17 students in 2003-2004 to a projected total of 423 for academic year 2017-2018.

Position Summary: Technology is pervasive at EPS, and as part of the tech department this would include general program management, support for admissions and development departments, helping our client groups refine requirements and tailor solutions, grow into administering our learning management system and more!

Come be a part of an exciting community of students and teachers at Eastside Preparatory School! EPS is looking for an incredibly organized, smart and curious IT generalist who is passionate about technology and kids.

Bring your excellent Excel, database and information wrangling skills and expand into scripting and building web pages for internal systems.

We are looking for great organizational, interpersonal communication and computer skills, never-ending curiosity and willingness to learn new skills. We're looking for someone who will enjoy being part of a small, flexible, adaptive team. You also have to enjoy a small-company atmosphere and love to interact with people from ages 10 to 100.

Duties and Responsibilities

Operations technical support facilitates smooth operations of Eastside Preparatory School.

- Meet with staff to assist them in their daily interactions with technology
- Balance a wide variety of tasks and assignments
- Troubleshoot general business processes
- Manage tech resources and their maintenance schedules
- Technology support ticket management

Knowledge, Skills, and Abilities

- Comfort working in an environment with children and adolescents
- Collaborate well with members of the community
- Self-directed
- Quick learner
- Assist and train staff on the use of Filemaker backed applications. (InResonance Portal/Generations/SFO)
- Script solutions in Filemaker

- Client side Tech Support
- Documenting technology procedures and systems
- Researching solutions and summarizing findings

Credentials and Experience

- Experience with managing databases a plus
- Past-experience working with children a plus
- Demonstrated ability to get up to speed quickly in a new environment. 3+ years of experience in the field a plus.

This position reports to the Chief Technology & Innovation Officer.

If interested, please visit the employment page of our website (<http://www.eastsideprep.org/who-we-are/employment/>) and fill out the online application form. Applications will be accepted until the position is filled. Start date based on candidate availability.