

Technology Associate Job Description

St. John's Episcopal School is seeking a part-time, Information Technology Associate beginning as soon as possible. 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 is a part-time, .35 position. 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 is an equal opportunity employer, and does not discriminate on the basis of race, color, gender, disability, age, religion, sexual orientation, or national or ethnic origin.

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