

TECHNOLOGY SPECIALIST

JOB DESCRIPTION AND DUTIES

- Support and Maintain Computer Systems
- Help Support and Maintain Network Environment
- Regularly Audit Disk backups of campus servers and databases
- Conduct preventive and corrective maintenance on computer systems
- Assist with Management of Phone, Surveillance, and Access Control Systems
- Respond to Help Desk Tickets
- Support and Implement Filtering configurations when needed

EDUCATION REQUIREMENTS

- AA, AS, BA, BS OR Equivalent training, experience and certifications

SKILLS AND ABILITIES

- Thorough understanding of Microsoft Operating Systems
- Thorough understanding of G Suite and Google Apps for Education
- Knowledge of Windows Networking Environments / Active Directory
- Knowledge of security and anti-virus software
- Knowledge of enterprise firewall appliances
- Knowledge of Mac OS
- Understanding of databases and database administration
- Ability to troubleshoot network and operating systems problems.
- Understanding of imaging processes
- Ability to effectively troubleshoot and resolve desktop problems
- Knowledge of audio/visual systems and display technology
- Ability to interact with users in a professional and courteous manner
- Patience, flexibility, and a sense of humor
- Ability to multitask
- Self Motivated and completion oriented

Email Resume to: Jody Moore, Director of Technology
jmoore@canterburyflorida.org



Technology Specialist/ Technician

Part-time Effective April 1, 2019

Summary

Canterbury School of Florida; an independent, PK-12, co-educational, college preparatory school, seeks to fill the role of Technology Specialist/ Technician. The successful candidate will join a dedicated group of professionals in an innovative, high energy and positive environment.

The Technology Specialist is responsible for providing the students, faculty and staff with technical support. Duties include addressing helpdesk tickets, keeping inventory up to date, equipment maintenance, creating and updating documentation and day-to-day support related tasks, in collaboration with the rest of the team members.

The Technology Specialist/ Technician is a member of the Technology team and reports directly to the Director of Technology.

Essential Functions:

- Support and Maintain Computer Systems
- Help Support and Maintain Network Environment
- Regularly Audit Disk backups of campus servers and databases
- Conduct preventive and corrective maintenance on computer systems
- Assist with Management of Phone, Surveillance, and Access Control Systems
- Respond to Help Desk Tickets
- Support and Implement Filtering configurations when needed

Competencies:

- Thorough understanding of Microsoft Operating Systems
- Understanding of G Suite and Google Apps for Education
- Knowledge of Windows Networking Environments / Active Directory
- Knowledge of security and anti-virus software
- Knowledge of firewall environments
- Knowledge of Mac OS

- Understanding of database concepts
- Ability to troubleshoot minor network and operating systems problems
- Understanding of imaging processes
- Ability to effectively troubleshoot and resolve device issues
- Knowledge of audio/visual systems and display technology
- Ability to interact with users in a professional and courteous manner
- Patience, flexibility, and a sense of humor
- Ability to multitask
- Self-motivated and completion oriented

Supervisory Responsibility

This position has no supervisory responsibilities

Work Environment

This job operates in a professional office environment. This role occasionally requires project planning and remote support.

Physical Demands

This is active position that requires lifting and carrying of equipment.

Position Type and Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday 7:30 am to 4:00 pm with a half hour lunch.

Travel

Occasional travel is required between our 2 locations for this position. Must have reliable transportation.

Required Education and Experience

AA, AS, BA, BS OR Equivalent training, experience and certifications

Preferred Education and Experience

Associate's degree

Two years of related experience

Additional Eligibility Qualifications

None required for this position.

Work Authorization/Security Clearance

Background check and fingerprinting required upon conditional acceptance of the position.

EEO Statement

It is the policy of Canterbury School of Florida to provide equal employment opportunity to all applications and employees. Canterbury School does not unlawfully discriminate on the basis of race, color, pregnancy, religion, sex, sexual preference, genetic information, national origin, age, disability, veteran status or marital status. Canterbury School of Florida also makes reasonable accommodations for disabled employees.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Interested candidates should remit their cover letter and resume to jmoore@canterburyflorida.org