LINCOLN SCHOOL

PROVIDENCE

Senior Technology Systems Coordinator

Lincoln School, founded in 1884, is an independent K-12 Quaker girls' school in Providence, Rhode Island. We are currently seeking a full-time (12-month) Senior Technology Systems Coordinator to start during summer 2020.

The Senior Technology Systems Coordinator is responsible for analyzing, designing, installing, configuring, maintaining and repairing the School's network infrastructure and application components. This position performs a wide variety of evaluation, maintenance, installation and training tasks to ensure the computer network performance meets school and user satisfaction. The network and computer systems admin also provides direction, information, and recommendations regarding network configurations and installations and strategic budgetary planning.

Essential Functions:

- Oversee the technological infrastructure of the School
- Maintain and supervise the School's varied servers, including Google mail, spam filter, data servers, library server, firewall devices, and backup devices
- Oversee and manage the School's technology inventory, track all technology orders and synchronize with budgets, manage contracts and vendors
- Works closely with the technology department to support academic needs
- Supervise network infrastructure operations, including switches and wireless access points
- Supervise the maintenance of the School's phone system
- Manage student/faculty help desk
- Responsible for data security, backups and recovery if necessary, general network security and regulatory compliance
- Responsible for assembling and updating technology policies and procedure documentation
- Engage outside technology consultants as necessary

Qualifications:

- Experience managing a staff as well as large-scale projects is necessary
- Strong technology background and keen understanding of education and the myriad complexities of driving educational innovation within a broad base of constituents
- Experience with creating and managing systems to meet the needs of constituents
- Leadership, creativity, enthusiasm, collaborative problem-solving
- Very strong oral and written communication skills
- Prior experience in a school setting is preferred
- Bachelor's degree required; Master's degree preferred

How to Apply:

Interested candidates should send a resume and a list of 3-5 references with contact information to careers@lincolnschool.org. It is important to reference **SeniorTechSystemsCoord** in the subject line of the email.

Lincoln School is an Equal Opportunity/Affirmative Action Employer. Members of underrepresented groups and all persons committed to culturally responsive teaching are strongly encouraged to apply. Lincoln School values having diverse faculty and staff and strongly encourages applications from people of color, women, and people who are multilingual and share our commitment to educating girls to fearlessly embrace the opportunities and responsibilities of full citizenship in a complex world.