

Employment Opportunity • Brebeuf Jesuit Preparatory School, Indianapolis, IN



Employment Opportunity - Hardware Technician

Brebeuf Jesuit Preparatory School, a 9-12 Catholic Jesuit school that provides an outstanding college preparatory education in the Jesuit tradition seeks a Hardware Technician that is willing to work collaboratively with other members of the Brebeuf Jesuit community to continue molding students into *men and women for others*.

Brebeuf Jesuit actively seeks to increase the diversity of its faculty and develop an inclusive community, therefore underrepresented candidates are encouraged to apply.

The Hardware Technician will perform hardware and software installation and maintenance, handle tier one and two technical network and desktop issues, and maintain integrated classroom technology. This is an excellent hands-on opportunity for someone wishing to gain experience in hardware and software installation, maintenance of an institution-wide helpdesk system, and solving technical issues in a collaborative team environment in the dynamic field of educational technology. Salary and benefits commensurate with an introductory level technology position. This position reports to the Chief Information Officer.

RESPONSIBILITIES

(Note: The following list of responsibilities is not exhaustive. Others may be assigned, subject to reasonable accommodations.)

- Installing, configuring, troubleshooting and maintaining end-user hardware, including PCs, laptops, printers, and phones
- Coordinating the Brebeuf Jesuit Helpdesk, including routing/assigning tickets, responding to service requests from staff and students, and documenting completed tasks
- Purchasing and maintaining an inventory of supplies and replacement parts
- Working with the technology team to implement IT initiatives throughout the campus, including assisting with inventory, device deployment, imaging, and installation and maintenance of low-voltage cabling
- Maintaining classroom technology including AV and computer equipment and peripheral
- Maintaining technical knowledge and attending workshops/conferences/courses to increase knowledge of the school's needs

QUALIFICATIONS

Required

- Knowledge of:
 - Windows, Mac OS, iOS, and other operating systems used in the school
 - Microsoft Office, gSuite, and other productivity tools
- Ability to analyze, research, and resolve technology issues
- Ability to adapt to and prioritize multiple projects and simultaneous help requests
- Show appropriate initiative and ability to work independently on projects
- Communicate clearly, effectively, and professionally both in person and in writing
- Able to develop and maintain positive relationships with students, faculty, and staff

Preferred

- A+ or Net+ certifications or the experiential or educational equivalent
- Experience in Educational technology or helpdesk support fields
- Experience teaching or working in a school environment

Fast Facts

Enrollment: 841

Faculty: 135

Student/Teacher Ratio: 12:1

Student Diversity: 35%

Only Jesuit secondary school in Indiana

35% of students receive financial aid and scholarships

Geography

Indianapolis, known as the “Crossroads of America,” is the largest city and capital of Indiana. A big city with a small town feel, Indianapolis, or Indy, is home to an impressive arts scene, superb sustainable food and agricultural movement, and an array of sporting events, including the Indy 500. The healthcare industry and growing technology sector are driving the city’s economic growth.



OUR SCHOOL

Brebeuf Jesuit Preparatory School provides an outstanding college preparatory education in the Jesuit tradition. Brebeuf Jesuit students find excellent teachers, challenging coursework, and a rigorous curriculum. Students learn in an atmosphere that expects and celebrates academic achievement. They will be well-prepared for the demands of college and beyond.

MISSION STATEMENT

Brebeuf Jesuit, a Catholic and Jesuit school, provides an excellent college preparatory education for a lifetime of service by forming leaders who are intellectually competent, open to growth, loving, religious and committed to promoting justice. Fostering a culture of understanding and dialogue, Brebeuf Jesuit seeks and welcomes students from diverse religious, ethnic and socio-economic backgrounds. Students at Brebeuf Jesuit are called to discover and cultivate the fullness of their God-given talents as a responsibility and as an act of worship.

BREBEUF JESUIT EQUITY AND INCLUSION STATEMENT

The mission of the Brebeuf Jesuit Equity and Inclusion Program is to support, empower, and build relationships with students from all backgrounds. In pursuit of this goal, a diverse student body becomes part of the educational experience, better preparing students to work in an increasingly multicultural world, one in which local, national and international tensions are often grounded in cultural, religious or linguistic differences. Equity and Inclusion at Brebeuf Jesuit is about more than just demographics; it's about being a place where all are welcomed and affirmed as reflections of the God who is in all things.

CORE VALUES

Education of the Whole Person

Brebeuf Jesuit fosters the intellectual, spiritual, physical, emotional and social development of every student. Each student is challenged and inspired to strive for academic excellence, to engage wholeheartedly in co-curricular activities, to develop confidence in leadership abilities and to discover God's presence in everyday life. As students grow in each of these areas, they become more able to share their unique gifts as *men and women for others*.

A Caring and Diverse Community

Brebeuf Jesuit believes that the authentic development of each student unfolds within a safe and supportive environment. Rooted in the Catholic tradition and guided by its Jesuit heritage, the Brebeuf community embraces the fullness and diversity of creation, accepts and respects all people, and encourages genuine interreligious and intercultural dialogue. Brebeuf Jesuit's ultimate goal is that every student will journey through life with the confident assurance of a personal friendship with a loving God.

The Greater Glory of God

Through intellectual pursuit, prayerful discernment and generous service, Brebeuf Jesuit strives to give students the foundation, the skills and the will to make the world more just, humane and loving. All are called to a holy boldness – to do all things for the greater glory of God.

Learning at Brebeuf Jesuit

A BREBEUF JESUIT EDUCATION

Students learn in an atmosphere that expects and celebrates academic achievement. They will be well-prepared for the demands of college and beyond.

A Jesuit education is aimed at the development of the whole person, where students are led to understand their intellectual and other talents as gifts to be developed for the service of others and of God. Students are asked to continually reflect upon their experiences, both inside and outside of the classroom. It is expected that what they have learned will make a real difference in their lives. Topics of all kinds are approached from a global, current perspective, which challenges students to consider how they will commit themselves to the service of others.

GRADUATES AT GRADUATION

At Brebeuf, students become Graduates at Graduation who are: Open to Growth, Intellectually Competent, Loving, Religious and Committed to Doing Justice.



How to Apply

Interested candidates should be prepared to submit the following materials confidentially:

- A cover letter detailing their qualifications for the position and their interest in this specific role at Brebeuf Jesuit
- A separate statement of educational philosophy
- A current resume
- A list of professional references with current institutional affiliations, titles and contact information

Please visit <https://brebeuf.org/about/employment/> to apply.

