ST. PIUS X ✝ ST. MATTHIAS
A C A D E M Y

Network & Hardware Support Technician

We seek an enthusiastic and strategic-minded Network & Hardware Support Technician to address the growing needs of the school's daily information technology operations.

Responsibilities
1. Assist faculty and staff with technology needs as required.
2. Monitor & Manage the campus network and its daily operations. Troubleshoots issues as required.
3. Maintains network security and immediately responds to vulnerabilities.
4. Ensures the proper functioning of the various hardware on campus including but not limited to employee-assigned devices, copiers, printers, access points, IDFs, switches, security devices, classroom technology connections, and displays.
5. Assesses the need for other information systems and programs needed on campus, both hardware and software, and makes recommendations to the Principal for the purchase, installation, and use of such systems.
6. Coordinates training, in-service opportunities, and advice to faculty and staff regarding the computer systems on campus.
7. Coordinates the purchase of all hardware, software, supplies, repair, or other services related to any computer system on campus. All requests for expenditure will be submitted to the Principal for consideration and approval.
8. Works with the Information Technology contractor to maintain all school information systems
9. In collaboration with the principal, develops an annual budget for all operating expenses, equipment maintenance, training, and hardware and software acquisition.
10. Works with various department leads to ensure software applications operate within the network.
11. Performs any other duties assigned by the Principal

Salary Info: Part-time position starting at $30 per hour, commensurate with experience.

Qualifications
1. Recent Certification and/or training in Network Management or related field
2. BA, BS Degree in Information Systems or a related field
3. Proven experience in network management
4. Excellent interpersonal, communication, and presentation skills.
5. Can articulate and promote the value of Catholic education.
6. Flexible schedule and ability to respond to IT security emergencies as needed.

Please send a cover letter, resume, and references to: crodarte@piusmatthias.org. Include "Network & Hardware Support Technician" in the subject line.