



Employment Posting for Staff

Job Position: IT Support Specialist (Temporary)

St. Mary's Academy Overview:

St. Mary's Academy, located in Englewood, Colorado is Metro Denver's premier Catholic, Independent school offering rigorous academics in its co-ed PreK-Grade 8, and all-girls High School. SMA offers a safe, yet innovative program that embraces all student backgrounds, and fosters character and moral development from Pre-Kindergarten to graduation.

SMA is a close community where faculty and staff serve as role models for the students with a mission to foster excellence in each child through academic achievement, spiritual development and service. The qualities of a strong work ethic, desire for personal growth, and commitment to life-long learning that St. Mary's Academy expects of students is likewise an expectation for faculty and staff. Each day, too, is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

SMA is committed to recruiting and retaining a diverse faculty and staff dedicated to their profession and the well-being and life of the St. Mary's Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation or religion. This policy applies to all areas of student concerns: educational policies, admission policies (historically high school admission is open to women only), scholarship, and grant-in-aid programs, athletic and other school-administered programs as well as employee/personnel concerns. St. Mary's Academy is an equal-opportunity employer.

Job Description:

St. Mary's Academy is seeking a temporary IT Support Specialist to join our collaborative IT Department. This position plays a key role in ensuring a positive, tech-enabled culture across our preschool through 12th grade campus by providing frontline support, managing our fleet of devices, and contributing to a wide range of infrastructure, software, and AV projects.

The ideal candidate will be a problem-solver who thrives in a fast-paced, people-focused environment. They should be excited by a broad scope of work – from real-time troubleshooting and device management to student mentorship, vendor coordination, and educational technology integration.

This role requires a proactive and professional communicator with strong technical abilities and a desire to grow and learn alongside a mission-driven community.

This is a temporary, non-exempt position in our IT Department.

Major Duties and Responsibilities:

- **Frontline Tech Support:** Provide fast, friendly tech support for students, staff, and faculty across campus. Troubleshoot hardware, software, network, and account issues in real-time.
- **Device Management:** Oversee 1,000+ Apple devices using Jamf Pro, Apple School Manager, and related MDM tools. Handle setup, deployment, repairs, and inventory.

- **Systems & Software Admin:** Support platforms like Google Workspace, PowerSchool, Canvas, Slack, Securly, and Clever. Manage accounts, settings, and access policies.
- **AV & Event Support:** Set up and run AV systems (mics, projectors, sound, livestreams) for campus events. Train users and maintain equipment.
- **Phone & Signage Systems:** Manage the PBX/VOIP phone system and digital displays. Configure users, content, routing, and schedules.
- **Vendors & Purchasing:** Coordinate with vendors for quotes, contracts, and onsite work. Assist with tech purchasing decisions and planning.
- **Student Tech Mentorship:** Supervise and support student workers through training, projects, and day-to-day tech tasks.
- **Other Areas for Growth:** Opportunities to support educational technology, database systems, or maker/fabrication tools (CAD, 3D printing, etc.).
- **General IT Help:**
 - Be ready to learn, troubleshoot, and stay calm under pressure
 - Collaborate with with IT team in supporting the needs of the institution
 - Other responsibilities as assigned by the head of the IT Department.

Required Qualifications:

Education and qualifications should include the following:

- Strong troubleshooting skills and a love of diverse challenges
- Desire to learn and grow as a part of a collaborative team
- Strong work ethic, organizational skills, and high initiative
- Patience and flexibility to meet users where they are
- A sense of resonance with the St. Mary's Academy mission

Preferred Qualifications:

- Experience and/or certification with Google Administration
- Use of JAMF, Apple School Manager, and/or other MDM software
- Experience PBX and phone system management
- Experience with PowerSchool or other SIS systems
- History with Canvas, and/or other student-facing instructional software
- Knowledge of AV setup and design
- Experience with projects, financials, and contractor management

Salary:

The position pays \$25.00 per hour. There is flexibility for 30-40 hours per week based upon the applicant's availability. Hours are from 7:30-4:00 pm.

How to Apply:

Interested candidates should send a cover letter and resume to Lyndal Brookhart, Director of Human Resources, at lbrookhart@smanet.org. No calls, please.