



HOLDERNESS

Part-Time Technology Support Specialist

Are you a tech-savvy problem solver who enjoys variety in your work? Do you thrive in an environment where every day brings new challenges and opportunities to support a vibrant learning community? Holderness School is seeking a Part-Time Technology Support Specialist to join our team.

This role is perfect for someone who loves technology, enjoys helping others, and is comfortable working independently and as part of a team. No two days will be exactly alike—you might troubleshoot a classroom projector in the morning, assist a student with a laptop issue at midday, and help a teacher explore a new educational app in the afternoon. If you're looking for an engaging, flexible, and never-boring role, we'd love to hear from you!

Overview

Located amid the lakes and mountains of central New Hampshire, Holderness School is a traditional co-ed independent secondary school, serving grades 9-12. Holderness strives to strike a balance in fostering the resources of the mind, body, and spirit: the mind through a challenging college preparatory curriculum; the body through outdoor activities and required interscholastic athletics; and the spirit through school and community service and affiliation with the Episcopal Church. Holderness remains by choice a small school where everybody plays an important role, and where students, faculty, and staff maintain close personal relationships.

Diversity Mission Statement

Holderness School is committed to being a community that celebrates and supports diversity in its many forms because multiple perspectives and experiences are vital to educational excellence and strengthen our community. Diversity refers to the human facets of race, ethnicity, national origin, religion, gender, sexual orientation, age, ability, and socioeconomic status. Holderness strives to create opportunities for cooperation, to broaden the educational experience of all students, and to enrich the lives of all community members.

Key Responsibilities

Technical Support & Troubleshooting:

- Respond to help desk tickets, emails/chats/phone calls, and in-person technology support requests.
- Diagnose and resolve hardware, software, and network connectivity issues.
- Assist with the setup, maintenance, and repair of school-issued devices (laptops, tablets, printers, projectors).

Educational & Classroom Technology Support:

- Support faculty and students with classroom technology, including interactive displays, projectors, and learning management systems.
- Assist in deploying and troubleshooting educational apps and software.
- Provide guidance on best practices for integrating technology into the classroom.

User Training & Documentation:

- Help staff and students navigate and effectively use school-provided technology tools.
- Create documentation for common technical issues and solutions.
- Support technology workshops or training sessions as needed.

Network & Security Assistance:

- Assist with basic network troubleshooting and Wi-Fi connectivity issues.
- Follow school IT security protocols, including user access management and password policies.
- Report and escalate security concerns to senior IT staff.

Required Skills & Qualifications

- Experience in IT support, preferably in a school or educational setting.
- Familiarity with Windows, macOS, Google Workspace for Education, and common educational software.
- Strong troubleshooting skills for hardware, software, and network issues.
- Ability to work independently and take initiative, while also collaborating effectively with a team.
- Excellent communication skills, with the ability to assist users of all technical skill levels.
- A customer-service mindset with patience and problem-solving skills.

Preferred Skills

- Experience with classroom AV systems, projectors, and interactive displays.
- Knowledge of learning management systems and student information systems.
- Prior experience in an educational institution or working with educators.

Why You'll Love This Role

- **Work Independently & Collaborate:** Enjoy a balance of autonomy and teamwork.
- **Impactful Work:** Help students and teachers use technology to enhance learning.
- **Flexible & Dynamic:** Each day is different, and we value creative problem-solving.
- **Community-Oriented:** Be part of a welcoming school environment where your contributions make a real difference.

Schedule

- **Part-time:** 20 hours per week.
- **Schedule Flexibility:** May be available based on school needs.

The Process

If interested in this position, please send a resume with a letter of interest to holderness-employment@holderness.org. **Priority consideration will be given to application material received before December 15, 2025.**

Holderness School offers part-time employees the use of grounds and facilities, and meals when school is in session. This is a year-round position.

All employment is contingent upon successful completion of a criminal background check.

Holderness School is an equal opportunity employer and will not discriminate, or tolerate discrimination against any employee or applicant in any manner prohibited by law.