



POSITION TITLE

**INFORMATION TECHNOLOGY
ASSISTANT (TECH SUPPORT)**

APPLICATION DEADLINE:
MARCH 4, 2026



www.aisabuja.org



WELCOME TO
a isa
American International School Abuja



MISSION

CHALLENGE, COLLABORATE, EMPOWER: INSPIRING GLOBAL CITIZENS TO BE LIFELONG LEARNERS.

VISION

THE AISA VISION IS TO BE A WORLD-CLASS INTERNATIONAL SCHOOL THAT DEVELOPS STUDENTS' SKILLS, KNOWLEDGE AND CHARACTER TO ENABLE THEM TO ACHIEVE THEIR FULL POTENTIAL AND PURSUE THEIR DREAMS.

CORE VALUES

- ALL PEOPLE HAVE EQUAL AND INHERENT WORTH AND DIGNITY.
- COLLABORATION AND CONSENSUS- BUILDING CONTRIBUTE TO AN EFFECTIVE COMMUNITY.
- EMBRACING DIVERSITY STRENGTHENS INDIVIDUALS AND UNIFIES OUR COMMUNITY.
- CONTINUOUS GROWTH AND PERSEVERANCE ARE FUNDAMENTAL IN PURSUING ONE'S GOALS.
- INTENTIONALLY BUILDING TRUST FACILITATES DEPENDABLE RELATIONSHIPS.



1993
Founded

400+
students
Enrollment

40+
Nationalities
Represented

180+
Faculty &
Staff

11:1
Teacher-
to-student
ratio

**Pre-K -
Grade 12**
Grade
Levels

ACCREDITATION AND MEMBERSHIP



SCHOOL TYPE

**Independent,
non-profit**

FACULTY

**44
(11 nationalities)**

BOARD MEMBERS

7

STUDENT AGE RANGE

3-18



"One Mission,
Many Shades
of **Smiles.**"

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ABOUT US

The American International School of Abuja (AISA) is a private, nonprofit, English-medium of instruction, coeducational, college preparatory day school offering programs from preschool (age 3) through grade 12. **Located in Nigeria's capital, AISA was founded in 1993** and serves diplomatic, expatriate, and local families. The school year consists of two semesters, spanning from August to June. **AISA has 182 instructional days.**

AISA is a US Department of State Overseas School and offers a broad and balanced American-style education. The curriculum is aligned to the AERO Common Core Standards in core subjects and prepares students for higher education in North America, the UK, Europe, Australia, and English-speaking settings. AISA offers a variety of electives, including Art, Music, Theater, PE, Design, and World Languages, particularly French and Spanish. English as an additional language (EAL) and learning support services are available.

AISA offers after-school activities including Model United Nations (MUN), National Honors Society (NHS), Student Council, Community Service options, and interest-based clubs. In athletics, AISA competes in the West African International School Activities League (WAISAL) in basketball, soccer, swimming, volleyball, robotics, mathematics competitions, and band.

For more than three decades, AISA has provided a holistic, world-class education that combines academic excellence, creativity, and character development.

AISA is known for its welcoming community, diverse student body, and dedicated faculty. AISA empowers students to become independent thinkers, lifelong learners, and compassionate leaders who are prepared for success in universities around the world.





CURRICULUM & ACADEMICS

AISA follows an American-based curriculum enriched with international perspectives. The program emphasizes inquiry, problem-solving, creativity, and collaboration.

- **Preschool & Elementary:** Focus on literacy, numeracy, creativity, and inquiry-based learning.
- **Middle School:** A balanced program blending core academics, arts, technology, and exploratory courses.
- **High School:** A rigorous college-preparatory curriculum with Advanced Placement (AP) options and individualized university counseling.

CAMPUS, FACILITIES & ENVIRONMENT

The American International School of Abuja is a state-of-the-art, secure, single campus designed to inspire learning and creativity. Students benefit from multiple science labs, a vibrant library and media center stocked with books, e-books, and magazines, and dedicated performing and visual arts spaces for music, drama, and art.

Outdoor facilities include playgrounds, green spaces, a community garden, sports courts, a multipurpose hall, a swimming pool, a bunny area, and a mini golf course, creating endless opportunities for recreation, exploration, and hands-on learning in a safe and welcoming environment.



IN OUR WORLD

All People have Equal Worth and Dignity



THE STUDENT BODY

AISA welcomes a vibrant, international community representing more than 40 nationalities from Early Childhood through Grade 12. Nigerian students comprise a significant portion of our enrollment, with the remainder coming from across Africa, Europe, Asia, and the Americas. Small class sizes—typically 18 to 22 students—ensure personalized attention and strong teacher–student connections.

FACULTY

Our faculty is composed of highly qualified international and local educators from the United States, Canada, Europe, Africa, and beyond. They bring a rich diversity of perspectives and a shared commitment to student success. Ongoing professional development is a cornerstone of AISA’s culture, keeping teachers at the forefront of global education practices.

COMMUNITY & PARENT INVOLVEMENT

The AISA community is strengthened by active parent partnerships and a welcoming spirit. The energetic Parent Teacher Association (PTA) fosters close ties among families, staff, and students, hosting signature events such as International Day, Nigeria Day, Food & Fun Fairs, talent shows, and community service projects. These gatherings celebrate diversity and create meaningful opportunities for families to engage with school life.

STUDENT VOICE

Leadership and student agency thrive across all divisions through Student Councils (StuCo):

- Elementary StuCo – introduces young learners to leadership and service.
- Middle School StuCo – empowers students to plan activities, represent peers, and promote school spirit.
- High School StuCo – leads major events, advocates for student interests, and models civic responsibility.

From grade-level representatives to school-wide initiatives, these councils ensure that student perspectives help shape the AISA experience.



CONTACT INFORMATION

SCHOOL ADDRESS:

Plot 346 Cadastral Zone
B02, Durumi District, Abuja,
FCT - 900104

SCHOOL CODES:

CEEB: 630540
UCAS: 45704

✉ admission@aisabuja.com
☎ **+234 703 215 3798**
🌐 www.aisabuja.org

BEYOND THE BEYOND THE CLASSROOM CLASSROOM

Athletics: Soccer, basketball, swimming, track & field, volleyball, and more (through WAISAL competitions).

Arts: Drama productions, visual arts exhibitions, choir, and music programs.

Clubs & Activities: Student Council, Model United Nations (MUN), Robotics, Media Club, and Service Learning.

Community Service: Students participate in outreach initiatives and sustainability projects that foster empathy and leadership.





LIVING IN ABUJA, NIGERIA

Moving to Abuja offers families a unique opportunity to experience West Africa's vibrant culture while enjoying the comforts of a modern, planned city. With English as the official language, a thriving expatriate community, and a rich mix of traditions, music, and cuisine, Nigeria provides an exciting backdrop for AISA families.

POPULATION

Africa's most populous country
– 220+ million people

OFFICIAL LANGUAGE

English is official, alongside 500+ local languages (Hausa, Yoruba, Igbo, etc.)

ABUJA, THE CAPITAL CITY

Abuja is a planned capital with green spaces, international community, and modern amenities.

CULTURE

Renowned for Afrobeats music, world-class literature, and colorful fashion.

CLIMATE

Tropical with **Rainy (Apr–Oct)** and **Dry (Nov–Mar)** seasons; Abuja is cooler and less humid than coastal cities.

ECONOMY

One of Africa's largest—rich in oil, agriculture, and a fast-growing tech sector.

TRAVEL & LIFESTYLE

Direct international flights; shopping, global cuisine, festivals, hiking spots like Aso Rock and Millennium Park.

RELIGION

Largely **Christian** and **Muslim**, with traditional beliefs also practiced; religious tolerance and diversity are part of daily life.



WELCOME TO
NIGERIA



POSITION: INFORMATION TECHNOLOGY ASSISTANT (TECH SUPPORT)

Application Deadline: March 4, 2026

POSITION DESCRIPTION/OVERVIEW:

The Information Technology (IT) Assistant supports the daily operation, maintenance, and troubleshooting of technology systems across campus. This role provides hands-on technical assistance to students, faculty, and staff while helping maintain a reliable and user-friendly technology environment. The IT Assistant must demonstrate strong problem-solving skills, professionalism, and the ability to work effectively within a dynamic school setting.

KEY KNOWLEDGE, SKILLS, AND ABILITIES

Technical Skills

- Strong proficiency in hardware and software troubleshooting for MacBooks, Chromebooks, iPads, and classroom devices.
- Working knowledge of Unifi network environments, including basic monitoring and support tasks.
- Familiarity with Google Workspace for Education, Apple devices (iPadOS/macOS), and Chromebooks.
- Ability to support user accounts, permissions, and device management across multiple platforms.
- Experience assisting with PowerSchool or similar student information systems is an advantage.

Operational Expertise

- Ability to operate, maintain, and support classroom technology.
- Understanding of basic IT workflows, ticketing systems, and documentation practices.
- Willingness to learn school-specific systems and support digital tools used for teaching and learning.

Communication and Collaboration

- Ability to communicate technical information clearly to non-technical users.
- Strong customer service orientation when assisting students, teachers, and staff.
- Professionalism, organization, and reliability in all interactions.

Adaptability

- Comfortable working within the structure of a school environment, including class schedules and time-sensitive requests.
- Ability to manage multiple tasks and adjust priorities as needed.

PERFORMANCE RESPONSIBILITIES

Technical Support

- Provide first-line support for hardware and software issues across Windows, macOS, iOS, ChromeOS, and Android devices.
- Assist with setup, configuration, and troubleshooting of classroom technology, including projectors, displays, printers, and audio-visual equipment.
- Support users with Google Workspace, Microsoft Office applications, and school-approved digital tools.
- Help maintain the smooth operation of the school's Wi-Fi and networked devices, escalating advanced issues to senior IT staff when necessary.

Systems and User Support

- Assist with PowerSchool tasks, including user support, basic troubleshooting, and data entry, under supervision.
- Support student assessment platforms and digital learning tools as directed.
- Help manage user accounts, password resets, and access permissions across school systems.

Maintenance and Documentation

- Perform routine checks, updates, and maintenance on school devices.
- Keep accurate logs of support requests, repairs, and completed tasks.
- Assist with software installations, device imaging, and equipment setup for school events.

Inventory and Planning

- Help maintain an up-to-date inventory of technology equipment.
- Assist with preparing devices for new staff, students, and classrooms.
- Provide input on equipment needs and improvements based on observed usage and feedback.

Additional Responsibilities

- Support staff training sessions by preparing materials or assisting during workshops.
- Assist with ID card systems and other campus technology processes.
- Perform other duties as assigned by the IT Coordinator or school administration.
- Work Environment
- Operates within a school setting that requires flexibility, responsiveness, and collaboration.

QUALIFICATIONS

- Bachelor's degree in Information Technology, Computer Science, or a related field preferred.
- Over 2 years of experience in IT support or a similar role, ideally in an educational or customer-focused environment.
- Strong troubleshooting skills across multiple operating systems and device types.
- Familiarity with Unifi network environments, Google Workspace, Microsoft 365, Apple devices, and Chromebooks.
- Willingness to learn new systems, including PowerSchool and other school-specific platforms.

Interested and qualified candidates should **send their cover letter and detailed resume to humanresources@aisabuja.com on or before Wednesday, March 4, 2026.**

