

APPLICATION / IT SUPPORT SPECIALIST



WHO WE ARE:

Brother Rice High School is a private, fully accredited, Catholic preparatory school for young men. Since 1960, we have been fostering the spiritual, intellectual, cultural, and moral development of our students in the spirit of our founder, Blessed Edmund Ignatius Rice. We have a successful 1:1 iPad program and our classrooms are continually updated with the latest instructional technology. This position reports to the Director of Technology.

WHAT WE NEED:

We are seeking an energetic, collaborative, full-time team member with a passion for technology and innovation to support school technologies. Must be comfortable learning new products and applications, and subsequently training and supporting end users. If you are a motivated, self-starter who can deliver outstanding customer service and values working in a small Catholic school environment, apply today!

WHAT YOU NEED:

- Minimum Associate's degree in a technology related field; or other equivalent combination of education and experience from which comparable knowledge and abilities were acquired.
- Knowledge and experience providing end-user support on computer hardware and software including Windows, MacOS, iOS/iPadOS, Microsoft Office, Google Workspace, printers, and instructional technology (e.g. interactive displays, laptops, iPads).
- Knowledge, experience, and/or certifications relating to Microsoft Server, LAN/WAN networking, VMware, Mobile Device Management (MDM), PowerSchool, and Schoology is preferred.
- Ability to manage multiple tasks simultaneously, stay organized, and effectively maintain communication while providing a positive support experience.
- Ability to lift 40 lbs. and be available for occasional evening or weekend hours as necessary.

APPLICATION INSTRUCTIONS:

Letters of interest and resumes will be accepted at techjob@brrice.edu.

DEADLINE:

Applications will be accepted until the position is filled.