

**Information Technology Engineer/Webmaster
Jesuit High School, Sacramento, CA**

Jesuit High School seeks a highly motivated computer support professional for a full time position to last for 1 year in order to cover the military deployment of a current employee. This individual will work within our Technology Department to support the needs of the entire school community: Academics, Business, Advancement and parent organizations.

Position Summary: Reporting to the Director of Technology, the I.T. Engineer/Webmaster is responsible for providing support for the school's websites, databases and online systems as well as assist in providing support for iOS devices and training of staff, faculty and students.

Key Areas of Responsibility:

- Support the main school website: jesuithighschool.org
- Support the online systems such as the school's Intranet, Google Apps for Education, MailChimp, WebConnex, TCCi, Connect 5 etc.
- Support the school hosted SQL databases
- Assist in supporting the school iPad 1 to 1 program
- Assist in supporting PowerSchool, the Student Information System
- Assist with the training of faculty and staff on various hardware platforms and software applications
- Facilitate tracking and reporting website analytics
- Occasional evening and weekend duty required.
- Perform other duties as assigned

Minimum Qualifications:

- College degree
- Experience using Microsoft PC's and Apple iPads in a medium sized network environment (250+ PCs, 1000+ iPads)
- STRONG ability to learn new applications and train others in their use
- Experience working with HTML, JavaScript, Google Apps Scripting, Dreamweaver, SQL, Microsoft Office especially MS Access, iOS.
- Excellent organizational, communication and people skills
- Ability to work well independently and as part of the technology team

Desirable Qualifications:

- College MIS/Computer Science/IT degree
- Google Certified Educator Level 1 or 2
- Google Certified Administrator
- Microsoft & Local Area Networks experience
- 5 years of experience in IT field

Physical Requirements:

- Ability to lift 50 lbs. (climb stairs carrying 30 lbs.)
- Ability to sit for prolonged periods at a computer

Salary and Benefits: Generous salary dependant upon experience and an excellent employer-paid benefits package.

**JESUIT HIGH SCHOOL
BENEFITS PACKAGE**

Includes:

- Choice of Eight Medical Plans, or Participation in a Rebate Program
- Dental and Vision Coverage
- Life Insurance
- Long-term and Short-term Disability Coverage
- Health and Dependent Care Flexible Spending Accounts (125-Plan)
- Pension Plan
- Pension Plan Matching Fund 403(b)
- 403(b) – Individual Tax Sheltered Annuity Plan
- JHS Tuition Reduction Plan
- Sick and Extended Sick Leave

**If interested in this exciting job opportunity,
please send or e-mail a Staff Application, two letters of reference and resume by September 18th, 2015 to:**

Beth Tegge
Director of Human Resources
Jesuit High School
1200 Jacob Lane
Carmichael, CA 95608
916-482-6060 x251
teggeb@jhssac.org

Jesuit High School is an equal opportunity employer

