

**Information Technology Assistant
Jesuit High School, Sacramento, CA**

Jesuit High School seeks a highly motivated computer support professional for a full time position. 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. Assistant is responsible for providing support for hardware, software and audio visual resources throughout the school.

Key Areas of Responsibility:

- Frontline help desk for Faculty, Staff and Students
- Upgrade, maintain and repair computer hardware
- Perform general software troubleshooting and installation
- Assist with the training of faculty and staff on various hardware platforms and software applications
- Assist Network Administrator with network maintenance
- Support the use and maintenance of the Audio Visual (AV) resources of the school: sound systems, LCD projectors, document cameras, DVD players, digital displays, video streaming etc.
- Help coordinate the use of tech at school events such as rallies, liturgies and meetings
- Occasional evening and weekend duty required.
- Perform other duties as assigned

Minimum Qualifications:

- College degree
- Experience using and troubleshooting Windows PC's, Macs and tablets in a medium sized network environment (250+ PCs, 1000+ student devices)
- STRONG ability to learn new applications and train others in their use
- Experience working with Windows 7, Microsoft Office, Network Printing, Active Directory, Windows Server 200X, Group Policies, Exchange and iPads.
- Event Audio Visual coordination
- Excellent organizational, communication and people skills
- Ability to work well independently and as part of the technology team

Desirable Qualifications:

- MIS/Computer Science/IT degree
- Technical certification (A+, N+, MCP, etc.)
- Network level workstation management experience
- Microsoft & Local Area Networks experience
- Cisco, VMware, Veeam, Meraki experience
- IT training experience

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 Nine Medical Plans, or Participation in a Rebate Program*
- *Dental and Vision Coverage*
- *Life Insurance*
- *Long-term and Short-term Disability*
- *Health and Dependent Care Flexible Spending Accounts (125-Plan)*
- *403(b) Retirement Plan Employer Defined Contribution with Matching Fund*
- *JHS Tuition Reduction Plan*
- *Sick and Vacation Leave*

If interested in this exciting job opportunity, please send or e-mail a Staff Application, two letters of reference and resume by May 12th, 2017 to:

Beth Tegge
Director of Human Resources
Jesuit High School
1200 Jacob Lane
Carmichael, CA 95608
916-480-2151
Beth.tegge@jesuithighschool.org

Jesuit High School is an equal opportunity employer



