

Technical Support Specialist

Part Time – Toledo, Ohio

About this Job

St. John's Jesuit High School and Academy is looking for a mission driven technical support specialist. You should love finding solutions to problems and helping those around you achieve their greatest potential through their use of technology. You will get to work with a vibrant community passionate about educating men for others and serve the various requests that help them do that to their best ability. Depending on the skills and availability of the candidate this position may be part-time or full-time.

Responsibilities

Workstation (PC and Mac) configuration and repair

Setting up and troubleshooting AV equipment for classrooms and afterschool activities

Help Desk Support for end users

Equipment support for classroom technology

Work with administration on online content, school newsletters and internal communications

Requirements

BS in Computer Science or equivalent work experience

Experience in an MS Windows environment performing desktop break/fix support

Experience using and troubleshooting MS Office (O365) products and Google Suite

Experience with HTML and Web management

Familiarity with Apple products including iPhone, iPad and Mac Computers

Superior customer service and problem-solving skills

Pluses

Ability and desire to teach introduction and advanced level programming classes

Ability to run monthly workshops to improve staff technical abilities

Printer Maintenance and Repair

Video editing and social media expertise

Cisco Networks