Holy Childhood
Inspiring Lifelong Success

Job Description

JOB TITLE: Systems Administrator I
REPORTS TO: Director of IT
HOURS/STATUS: Full Time/Exempt
SALARY RANGE: $50,000 - $60,000

JOB SUMMARY
Responsible for supporting all matters relating to network and workstation hardware, software, communications, on-going assistance to users and special projects.

SPECIFIC JOB RESPONSIBILITIES
- Administer, evaluate, install and provide maintenance of desktop and server computer hardware and software. Recommend programs for specific applications.
- Identify future needs and recommend appropriate hardware, software and services.
- Assist management and staff in analyzing and identifying computer requirements and opportunities. Provides PC computer support and basic training in the use of standard applications.
- Maintain, administrate, and upgrade corporate network as needed. Must be able to operate network-related software and devices. Similarly, should be able to recommend appropriate technology for network growth.
- Develop and monitor technology training for staff, including providing custom training sessions.
- Maintain, administrate, and upgrade software.
- Coordinate and maintain computer and related security policies.
- Maintain adequate documentation of work areas.
- Demonstrate sensitivity to and respect for the diverse cultural backgrounds and practices of the students, staff and families of Holy Childhood.
- Other essential duties as required.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Candidates for this position will have: working knowledge of common software packages; proficient analytical and problem solving skills; the ability to effectively manage multiple tasks/projects; the ability to work independently, as well as with others; strong written and oral communication skills; ability to interact with the public and Agency employees in a professional, responsive and confidential manner a program participant/employee focused attitude; the ability to demonstrate, and provide examples of continuous personal development and improvement.

EDUCATION and/or EXPERIENCE

Associate degree. 3-4 years computer technician experience in maintaining and installing computer and server applications.

WORK ENVIRONMENT
This position may require work hours outside of the 8-4 schedule to accommodate computer maintenance and repairs. This position will require the capabilities to lift 10 to 15 pounds of equipment.

EQUAL OPPORTUNITY EMPLOYER
Holy Childhood provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Please submit resume to: employment@holychildhood.org