

Job Description
Catholic Education
Saint Raphael Catholic School

Job Description: Technology Assistant

Reports to: Principal

Job summary: Perform technical duties to assess and repair computer systems, provide basic maintenance for site hardware, software and peripherals, administer active directory and g-suite accounts, and provide basic operational support for internal employee computer systems.

Primary Responsibilities:

- Maintain and update computer hardware, software and peripherals
 - Daily remote device updates
 - Windows updates
 - During holiday breaks - physical clean, disk clean, defrag
- Monitor and respond to Helpdesk tickets
- Assist in maintaining and troubleshooting site wired and wireless services and servers
- Analyze and resolve errors and system failures
- Assist in managing inventory of site technology and warranty service of equipment
- Assist with administration of centralized printers and VOIP phone system
- Make recommendations for technology-related issues
- Participate as a member of the Technology Steering Committee and the Parish Technology Committee

Qualifications and Requirements

- Graduation from high school and three years of experience,
- Classwork or training in the use and support of Windows, Chrome, G Suite, iOS platforms and their management tools
- Demonstrated ability to learn
- Safe environment trained (SET) and CPR/First Aid Certified required before employment start date
- 24 hours/week (M, W, F)