



Technology Specialist

The Collegiate School of Memphis is an urban, private Christian middle and high school. Our mission is to prepare young ladies and gentlemen for college success within a highly-structured, nurturing, Christian environment. During the 2019-2020 school year, *Collegiate* will serve over 360 students in grades 6-12.

The Technology Specialist will work under the direction of the Technology Director to support the school's advancing technology needs. The Technology Specialist must be a tech-savvy eager problem solver keen on being part of a dynamic team-oriented department.

Qualifications

- Bachelors Degree or higher
- Technology-related education or experience
- High functional knowledge of PCs and peripherals
- High functional knowledge of Macs and/or A/V systems ideal
- Experience in education setting preferred
- Strong interest in high-performing urban education

Responsibilities

- Perform short-term and long-term troubleshooting
- Analyze and solve a variety of hardware, application, and system problems
- Aide faculty, staff, and students with technology use
- Provide training to faculty and staff on computer applications
- Collaborate on technology development and growth
- Install and setup new and relocated equipment
- Maintain inventory of technology assets
- Research equipment and applications under consideration for future use
- Setup and run A/V equipment for events
- Create and/or edit basic slideshows, videos, and other media for events or promotion
- Assist in maintaining hardware, software, servers, and networks
- Assist in maintaining school website and teacher webpages
- Assist in network configuration and computer imaging
- Teach technology-related courses
- Assist in maintaining telephone system
- Other duties as assigned by the Technology Director

Compensation

- Moderately competitive salary commensurate with experience
- Highly competitive benefits package

Schedule

- 12-month contract term (year-round)
- General school day hours of 7:15 AM – 3:45 PM
- Faculty meetings, special events, and other activities as assigned

Apply Online: careers.collegiatememphis.org or scan the QR code to the right.

