



ST MICHAEL INDIAN SCHOOL

Quality Catholic Education since 1902

www.stmichaelindianschool.org

Saint Michaels, Arizona

Job title	Information Technology Assistant
Reports to	Executive Secretary

Job purpose

Assists on all Information Technology needs with oversight from IT Director to ensure the smooth functioning of the school's computer systems.

Duties and responsibilities

- Assist to manage all technology systems on campus
- Assist the IT Director collaborating with Principals, Faculty, Staff and Administrators to attain current technology implementation in all learning centers/areas of campus and always maintain in good working condition
- Work with IT Director in meeting emergency needs
- Install and configure hardware and software components
- Repair or replace damaged hardware
- Install, configure, upgrade and manage software
- Perform tests on new hardware and software
- Troubleshoot hardware and software issues
- Install, configure and supporting laptops, PCs, tablets, and mobile phones
- Install, configure and supporting network printers
- Add or delete user accounts, set up and maintain email accounts
- Other duties as assigned by the Executive Secretary

Qualifications

1. A High School Diploma
2. Ability to communicate effectively both written and verbally
3. Must be highly motivated, possess strong organizational skills
4. Must be able to work on technical systems
5. Possess ability to meet deadlines.

Physical requirements

Occasional climbing stairs, bending and/or light lifting.