

NETWORK MANAGER/COMPUTER SUPPORT SPECIALIST

General Description:

The Saint Joseph Academy Network Manager/Computer Support Specialist is responsible for installation and ongoing maintenance of the school's computer network infrastructure and desktop computing environments. This is a full-time, 12-month position.

Required Qualifications: Bachelor's Degree in Computer Science or a related field OR Associate's Degree in Computer Science or a related field and two (2) years experience OR an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Duties and Responsibilities:

1. MAJOR FUNCTION: Desktop Hardware and Software Support

- Configure newly purchased PCs to school standards.
- Install standard school software applications and utilities.
- Perform general diagnostics and preventative maintenance on stand alone/networked computers within established standards.
- Install and maintain specified peripherals, including but not limited to: printers, Smart Boards, projectors, and digital multimedia capture devices (i.e. camcorders).
- Perform bench repairs and upgrades on specified CPUs, monitors, and other computer-related devices.
- Establish parts inventory and initiate supply requests.
- Evaluate equipment for cost-effective repair and recommend removal from inventory when appropriate.
- Provide assistance with scheduled equipment relocation.
- Act as liaison for school with vendors for equipment repair, pricing and ordering.
- Acquire, process, and deploy hardware resources provided through Auxiliary Services according to prescribed procedures.
- Implement strategies to control computer viruses, spyware, and other malicious software.

2. MAJOR FUNCTION: Network and Server Administration

- Install, configure, modify, and upgrade network servers to required standards.
- Perform network administration functions, including all building wiring and maintenance of network patch panel.
- Practice routine backup of critical data stored on school servers.
- Establish and regularly update user accounts for students, faculty, and staff.

- Monitor Internet usage and compliance with school's established Acceptable Use Policy.
- Maintain proxy security for Internet usage.
- Assist with planning and implementation of large scale of network-related projects.
- Perform general diagnostics and preventative maintenance on network servers and resources within established standards.
- Troubleshoot network and communication problems related to Local Area Network and Internet Service Providers.

3. MAJOR FUNCTION: Other Responsibilities

- Collaborate with others in identifying and prioritizing major technology projects and faculty/staff maintenance requests.
- Order and inventory ink and other printer supplies.
- Communicate appropriate information related to impending IT projects and initiatives to administration, faculty, and staff.
- Serve on appropriate technology advisory committees and task forces, as assigned.
- Perform other duties related to the position, as assigned.

Please submit resume and salary history to:

Saint Joseph Academy
Attn: Human Resources
3430 Rocky River Drive
Cleveland, OH 44111

or submit electronically to mmcgreer@sja1890.org