



**Technology Specialist
(IT Support Specialist / Facility and IT Specialist)**

Position Summary:

The Seven Hills School is seeking a full-time (12 month) knowledgeable and proactive Technology Specialist to support and enhance the school's technology infrastructure. The ideal candidate will provide front-line IT support to faculty, staff, students, and administrators, manage campus-wide hardware and software systems, and collaborate with the Director of Technology on long-term strategic initiatives. This position requires a solutions-oriented individual who can manage a wide range of technology responsibilities, from day-to-day troubleshooting to infrastructure oversight and planning.

Key Responsibilities:

- Maintain a thorough understanding of school policies and regulations related to technology use by students and employees.
- Coordinate and support school-wide computer technology initiatives in collaboration with administrators, faculty, and staff.
- Manage and maintain current inventories of software and hardware.
- Install, configure, and maintain computer hardware and peripheral devices.
- Provide responsive and effective technical support for hardware and software issues across the school community.
- Support the school's Learning Management System and assist users with technical needs.
- Serve as a primary point of contact for technology-related inquiries within the Seven Hills community.
- Collaborate with the Director of Technology to assess technology needs, forecast expenses, and develop long-term technology strategies.
- Oversee and support campus-wide technology infrastructure including, but not limited to, network systems, telecommunications, security systems, and audiovisual components.
- Identify and address educational technology needs, obstacles, and areas for improvement; implement effective solutions for students, faculty, and staff.
- Offer guidance on technical planning, equipment upgrades, and technology integration.
- Research, assess, and assist with the implementation of new and emerging technologies.
- Foster and maintain strong relationships with external vendors to ensure alignment with school requirements.
- Provide support for the school's unified security platform (Genetec), including video surveillance, access control, intrusion detection, and communications systems.

- Work within an Apple Macintosh-based environment and support a 1:1 iPad program for students.
- Utilize and manage Mobile Device Management (MDM) platforms — specifically Jamf and Mosyle — to deploy, monitor, and support student and faculty & staff devices.

Qualifications:

- Proven experience in IT support or a related technology role, preferably in an educational environment.
- Strong working knowledge of computer hardware, software, and networking infrastructure.
- Familiarity with Learning Management Systems and educational technology tools.
- Experience with Genetec or similar security platforms is preferred.
- Excellent problem-solving skills and the ability to work both independently and collaboratively.
- Strong interpersonal and communication skills, with a service-oriented mindset.
- Ability to manage multiple projects and prioritize tasks effectively.

APPLICATION

Candidates should apply by clicking [here](#). Complete applications should include a cover letter, resume, transcripts, and letters of recommendation if available.

The Seven Hills School is an equal opportunity employer dedicated to promoting all forms of diversity in the workplace and our student body. We strongly urge all qualified individuals to apply.