



## *Technology Specialist* **JOB DESCRIPTION**

### **SUMMARY OF POSITION:**

St. David's School in Raleigh, North Carolina seeks a Technology Specialist to join the Technology Team.

The St. David's Technology Team is a well-established, agile team that enables the entire breadth of technology leveraged by the school to enable learning spanning the campus network, infrastructure services, core productivity and learning applications through Microsoft365, all Mac and Windows-based devices and the latest classroom technology with ClearTouch interactive displays, wireless presentation devices.

**REPORTS TO:** Director of Technology

### **OVERVIEW OF RESPONSIBILITIES:**

#### **Act as the lead for:**

- cataloging and maintaining technology inventory and leases,
- partner with IT-vendor as they manage the network infrastructure,
- phone system physical infrastructure,
- paging and intercom systems,
- network enablement of facilities and security systems,
- end user device refresh deployments,
- hardware repairs and procurement.

#### **Additional**

- share the support of end users and conference room technology devices with the rest of the Technology Team members
- Other duties as assigned

### **REQUIRED SKILLS AND EXPERIENCE:**

- An ideal candidate would have 5-10 years of experience in various technology roles.
- As the lead for these areas, the Technology Specialist will need to support existing capabilities as well as identify and implement capability and process improvements and optimizations so the ideal candidate would have a proven record of being forward-thinking, self-motivated and utilizing strong project management skills.
- An ideal candidate would also have proven interpersonal skills (listening, partnering, influencing, stakeholder management) and evident personal qualities (i.e. time management, project management, teamwork, professionalism, written and oral communications).