

**BERKELEY HALL SCHOOL****Job Title: Information System Specialist**

Contact Human Resources at HR@berkeleyhall.org

**Date Modified:** September 2024  
**FLSA Classification:** Non-exempt; Full-time  
**Reports to:** Director of Campus Operations  
**Salary:** \$33.00 -\$40.00/hour DOE + Benefits

**JOB DESCRIPTION:**

Berkeley Hall School is seeking a strategic, forward-thinking Technology Associate to assist in the learning systems managements, shareholder partnerships, and assigned general duties. The Information System Specialist will report to the Director of Campus Operations.

This position includes but is not limited to the following duties:

**Systems Management:**

- Leads and maintains the school's enterprise application systems, which includes Blackbaud's "ON suite."
- Supports maintaining on-suite user accounts and profiles, email groups, etc.
- Identifies, suggests, and implements improvement to the application system environment, including processes, functions, and database structures.
- Oversees and administers essential data services and functions Blackbaud's K-12 School Management Solutions including but not limited to: course scheduling and master calendar maintenance, report cards and transcripts, website and form integration, and student enrollment and matriculation.
- Interfaces with other departments to provide essential data services and report management.

**Faculty, Staff, and Student Partnership:**

- In collaboration with Knowing Technologies to identify operating needs regarding education technology needs from BHS faculty members/administration.
- In collaboration with the Technology Specialist, continually assesses the technology needs of the Berkeley Hall faculty, staff, and students.
- Maintains a visible presence on campus to regularly check in with department heads, faculty, and other stakeholders.
- Provides hands-on IT support when additional support for the technology specialist is needed.
- Provides exceptional communication, guidance and leadership around technology transitions, implementations, and project coordination.

- Serves as the school's technology project manager for upgrades and transitional initiatives, both school-wide and within specific departments.
- Oversees and evaluates the deployment and maintenance of all hardware, software, AV systems, and printing solutions.
- Designs and delivers essential technology training for faculty, staff, students, and parents.

**General Duties:**

- Supports school wide technology needs during school operating hours, as well as, selected after school events.
- Morning duty coverage on selected days weekly.
- Follows guidelines for fulfillment of duties as described in the *Employee Handbook*.
- Performs other duties as assigned.

**QUALIFICATIONS:**

- Bachelor's degree (required)
- Blackbaud Fundamentals and K–12 Core Certifications (preferred)
- Blackbaud Professional (Raiser's Edge/Financial Edge) Certification (preferred)
- Experience coordinating or managing technology projects and initiatives (educational institution, preferred)
- Experience designing and delivering technology workshops and trainings
- Experience administering data systems or enterprise applications
- Prior experience supporting IT operations, including: security, networking, backup, disaster and recovery planning, risk management, or hardware deployment (preferred)
- Immersion in diversity work and a commitment to fostering culturally competent trainings and work environments
- Live Scan and TB clearance
- A commitment to the mission and core beliefs of Berkeley Hall School

**SKILLS:**

- Able to cultivate meaningful and supportive relationships across campus
- Highly skilled problem solver
- Project management skills to successfully lead large-scale change initiatives
- Exceptional communication skills: written, verbal, presentation, and training
- An understanding of the diverse technology needs of an urban, independent school
- Fosters a collaborative working environment
- Exhibits a growth mindset

- Ability to multitask and meet deadlines
- Works with courage and emotional agility—a high level of emotional intelligence is required
- Moves through uncertainty and adversity with grace and balance
- Ability to give and receive feedback effectively and efficiently
- Commitment to BHS diversity, equity, inclusion, and belonging initiatives
- Has a working knowledge and proficient use of Microsoft Office, and g suite
- Knowledge of MacBooks, iPads and associated applications and technologies

**PHYSICAL REQUIREMENTS:**

- Must be able to sit and stand for extended periods of time.
- Must be able to move comfortably around campus with uneven pavement and managing stairs.
- Must be able to walk inside and outside in order to respond to campus issues and check on various departmental progress.
- Must be able to operate vehicles and machines
- Must be able to occasionally lift up to 25 lbs.
- Must be able to regularly use close and distance vision.