

## **FGR Technology Administrator Job Posting**

Father Gabriel Richard, located at 4333 Whitehall Dr. in Ann Arbor, is a college prep Catholic high school with an enrollment of approximately 600 students.

The FGR Technology Administrator position is responsible for supporting the computer and phone network systems in the school. In addition, this position provides technical expertise where appropriate, manages technology and data related projects and facilitates resolution of technology issues that arise in the building. The job is a full time position. Salary is competitive and commensurate with experience of the applicant.

### **The job description includes the following duties:**

- Oversee day-to-day technology operations
- Monitor networks to ensure security and availability to specific users
- Administer routers, switches, firewalls, phones, personal digital assistants, smartphones, software deployment, security updates and patches
- Maintain and monitor security cameras
- Maintain a base knowledge and understanding of the technologies in use in educational institutions and needed for the operations of schools, including networks, databases, data applications
- Oversee the budgeting process, technology assessments and purchasing, invoicing and purchase orders as needed
- Document systems, processes, procedures and technology inventory
- Evaluate new technologies and make recommendations as to their use
- Provide technical support to administration and faculty as needed
- Ad hoc assignments as required

### **Required qualifications:**

- Practicing Catholic
- Bachelor's degree in Computer science or Management Information Systems or significant relevant experience
- Ability to solve technical and operation problems, showing a high level of customer service and project management skills
- Working knowledge of internet/intranet and LAN knowledge
- Understanding of information security and ability to apply it effectively
- Working knowledge of Microsoft Office products and database software
- Ability to coordinate and manage third party IT vendor/supplier relationships
- Outstanding communication and analytical skills
- Ability to manage multiple tasks in a busy environment
- Exceptional organizational skills with strong attention to detail
- Exceptional interpersonal skills to relate well to persons at all levels of technical competency
- Familiarity with AV office equipment

Please submit the following to Jill Rymanowicz at [fgoffice@fgrhs.org](mailto:fgoffice@fgrhs.org) by June 27, 2017:

- Cover letter
- Resume
- Job application (download at [fgrhs.org](http://fgrhs.org) under "About" then "Employment Opportunities")
- List of three references (include contact information)