

Job Posting

NETWORK ADMINISTRATOR/TECHNICIAN

The German International School Washington D.C. is seeking a Network Administrator/Technician to join the Technology team.

Beginning:

Immediately

Responsibilities:

Duties include, but are not limited to:

- Installing, maintaining and upgrading IT systems, equipment, hardware, software and servers; minor repairs
- Building workstations
- Providing hands-on tier I/tier II support
- Conducting review of programs to determine use and continued viability
- Conducting regular maintenance on all equipment, hardware and software
- Establishing and maintaining email accounts and network access
- Providing “help desk” services, staff support, training and general technical support services
- Supporting the Director of IT in evaluating the IT needs of the school

Requirements:

- Bachelor’s degree in Computer Science, MIS or related field, required
- Thorough knowledge and understanding of current and emerging technical services technology
- Knowledge of Windows 10 and Office 365 (Email, OneDrive, OneNote, ClassNotebook), SmartBoards and corresponding software; Smart Ink (Microsoft products)
- Knowledge of maintaining networks and servers
- School or non-profit experience preferred
- Flexibility and willingness to work evening/non-standard hours required
- Strong customer service skills required
- Proficiency in English required, proficiency in German preferred
- Authorized to work in the United States for any employer

To Apply:

Please submit your application to jobs@giswashington.org.

Potomac, October 2019

Kind regards,

Petra Palenzatis
Head of School