

## Job Posting

### INFORMATION TECHNOLOGY (IT) SPECIALIST

**Who we are:**

The German International School Washington D.C. (GISW) is a leading international school in the Washington D.C. metro area. For 60 years, GISW has been teaching children from preschool through twelfth grade. Aside from being the first MINT-EC school in the USA, GISW offers a U.S. High School Diploma as well as a German International Abitur (DIA) to its students.

The German International School Washington D.C. is seeking an experienced Information Technology (IT) Specialist for its bilingual Preschool to 12<sup>th</sup> grade school located in Potomac, MD. The position reports to the IT Manager.

**Beginning:**

Immediately

**Responsibilities:**

- **Installation, Maintenance and Upgrades**
  - Responsible for installation, maintenance, and upgrade of IT systems, equipment. Such systems and equipment include, but are not limited to computer (desktop, laptops), printers and network related hardware and software, security system and all A/V related systems.
  - Responsible for minor repairs of all IT related equipment, Tier 1 copier support, toner replacement, cabling
  - Builds workstations, installing appropriate hardware and software
  - Conducts regular maintenance checks on all equipment, hardware and software, including but not limited to power packs, toner replacement and starboards
  - Conducts regular review of programs to determine continued use; removes programs as necessary
  - Responsible for network security
  - Establishes and maintains email accounts for employees; discontinues accounts for former employees
  - Establishes and maintains network access for employees and guests
  - Manages IT assets (hardware, software and equipment); maintains inventory
- **A/V Related:**
  - Experience with **Allen & Heath Qu-16C Rack Mountable Digital Mixer** or a similar brand
  - Supports high-visibility, large-scale auditorium and conference events, staff and student programs, and the like.
  - Sets up source components, amplifiers and speakers (the mixer, wireless and wired microphones, speakers, live broadcast equipment, etc.)
  - Configure, test, and adjust audio and video settings and control systems settings.
  - Mix and master live audio and video for a large range of events.
  - Assist users in scheduling, configuring, and setting up meeting spaces as

	<p>needed to ensure a quality experience.</p> <ul style="list-style-type: none"> <li>● <b>“Help Desk” and Staff Support</b> <ul style="list-style-type: none"> <li>○ Responsible for training of staff on equipment and software.</li> <li>○ Recommends additional training on a school-wide, departmental or individual basis.</li> <li>○ Provide Tier 1 and Tier 2 support through internal ticket system in a timely manner. Maintains service tickets and project tickets assigned.</li> <li>○ Provide written instructions for staff when required</li> <li>○ Carry 2-way radio at all times; respond to calls in a timely manner; ensure that radio charges overnight</li> </ul> </li> <li>● <b>Strategy/Development Support</b> <ul style="list-style-type: none"> <li>○ Supports IT Manager in evaluating IT needs; supports IT Manager in recommending solutions and policies</li> <li>○ Supports IT Manager in evaluating hardware/software prior to purchase and installation</li> </ul> </li> <li>● <b>Special projects and additional duties as assigned</b></li> </ul>
<p><b>Requirements:</b></p>	<ul style="list-style-type: none"> <li>● At least 5 years of relevant experience preferred</li> <li>● Bachelor’s Degree from an accredited university in related field preferred</li> <li>● Excellent written and verbal communication skills</li> <li>● A track record of working cooperatively in a team</li> <li>● Highly organized with great attention to detail</li> <li>● Thorough knowledge and understanding of current and emerging technical services technology</li> <li>● Knowledge of Windows 10 and Office 365 (Email, OneDrive, OneNote, ClassNotebook), SmartBoards and corresponding software; Smart Ink (Microsoft products)</li> <li>● School or non-profit experience preferred</li> <li>● Flexibility and willingness to work evening/non-standard hours required</li> <li>● Strong customer service skills required</li> <li>● Proficiency in English required, proficiency in German highly preferred</li> <li>● Authorized to work in the United States for any employer</li> </ul>
<p><b>BENEFITS:</b></p>	<ul style="list-style-type: none"> <li>● Health, Dental and Vision Insurance</li> <li>● Personal Leave</li> <li>● Sick Leave</li> <li>● Paid Holidays</li> <li>● Employer paid Disability Insurance</li> <li>● Retirement Plan with generous employer match</li> </ul>

	*Benefits may vary depending on employment status*
<b>TO APPLY:</b>	Please submit your application to <a href="mailto:jobs@giswashington.org">jobs@giswashington.org</a>
	<i>The German International School Washington D.C. does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, marital status, age or disability in the administration of its hiring, educational policy, admissions, financial aid practices, or of its athletic and other school-administered programs.</i>

Potomac, April 2022

Kind regards,

Annegret Jung-Wanders, OStD'  
Head of School