



Employment Opportunity

Marist High School is a Catholic co-ed school located on the southside of Chicago. The mission of Marist High School is to make Jesus Christ known and loved in the Marist Brothers' tradition, while preparing students for higher education and life. To learn more about Marist High School, visit our website: <https://www.marist.net/>

Position Title:	Campus Technology Specialist
Start Date:	Immediately
Application Deadline:	Position will remain open until filled. Applications will be reviewed on a rolling basis, and interviews will be conducted as qualified candidates apply. Early submission is strongly encouraged.
Contact:	Michael Patterson, Director of Campus Technology & Strategy patterson.michael@marist.net

Position Overview:

Marist High School is seeking a full-time (12 month) Campus Technology Specialist to join the Campus Technology & Strategy Department. It is essential that this individual is committed to the Marist Brothers' principles as set forth in Marist's mission statement.

The Campus Technology Specialist will report directly to the Director of Campus Technology and Strategy and they will serve as the primary MDM administrator for Jamf Teacher and Jamf School, overseeing our fleet of iPads.

They will provide Tier 1 & 2 help desk support to ensure seamless day-to-day campus technology operations. They are also expected to serve as a conduit between our Campus Technology & Strategy and Teaching & Learning teams to develop and deliver, as needed, technology training & technology coaching to faculty, staff and students.

Essential Responsibilities: *(include but are not limited to)*

- **Jamf Systems Administration:**
 - Jamf School / MDM Configuration: Build, test, and deploy configuration profiles, mobile device management payloads, App Store/VPP app deployments, and OS update policies in Jamf School.
 - Jamf Teacher Management: Configure, maintain, and support Jamf Teacher apps and profiles for classroom management, ensuring educators have real-time control over classroom devices.
- **Device Inventory & Depot Support:**
 - Asset Tracking: Maintain accurate, up-to-date inventory records of all managed devices, accessories, and spare hardware within the asset management system.
 - Deployment & Depot Management: Process incoming/outgoing equipment, staging, unboxing, asset tagging, and preparing devices for student and staff deployment.
 - Repairs & Logistics: Triage damaged hardware, process AppleCare+/warranty repairs, coordinate third-party repairs, and manage a loaner device pool for quick turnarounds.
- **Tier 1 & 2 support to all Marist High School community members for:**
 - Student 1:1 Managed and BYOD Student device programs and MDM system
 - Staff device programs
 - Productivity Suites & Education Applications used by faculty, staff and students
 - Entire AV/media platform for classrooms, theater, café, band room and gym space, specialty places, video walls, and mobile displays.
 - Support of any Marist related events during and outside of the traditional school day requiring the use of technology
 - Any tech related needs for the Marist Brothers Provincial Office on-campus
 - Responding to any and all “help desk” type requests providing friendly, timely technical support via ticketing system, phone, email, and in-person walk-ups for hardware, software, network, and account issues.
- **Technology Onboarding & Ongoing Training:**
 - Support onboarding for new faculty, staff and students
 - Support ongoing professional development and training on various aspects of our technology landscape including, but not limited to: Canvas, Google Workspace for Education, Notability, Jamf features, general education technology device usage, and self-service options.
- **Liaise with:**
 - The Director of Teaching & Learning
 - The Director of Student Services/SIS & LMS
 - Instructional Coach
 - All other school departments (administration, athletics, advancement, etc.) on events, special functions and ongoing programs
- **Professional Learning & Networking:**
 - Gathering and sharing outside education technology and technical information gathered from memberships including IETL, ISTE, COSN and disseminating relevant information to department heads and other Marist schools.

Qualifications & Competencies:

- **Education & Certifications:**
 - Associate's or bachelor's degree in Education, CS, IT, or equivalent experience
 - Jamf Certified Associate or Jamf Certified Admin strongly preferred
 - Apple Certified Support Professional (ACSP) is a plus
 - Apple, Google and Microsoft Certifications are a plus
- **Experience:**
 - 3+ years working in a high school environment in a classroom or in an IT/EdTech role
 - Hands-on managing Apple devices in an enterprise or K-12/Higher Ed environment using Jamf School or equivalent
 - Experience with Google Workspace for Education, Microsoft 365, or similar platforms.
- **Interpersonal Skills:**
 - Ability to establish and maintain strong interpersonal relationships with students, faculty, and administrators
 - Acts as a conduit between the IT department and academic team.
 - Effective collaboration skills
 - Excellent Verbal and Written Communications Skills
 - Strong Organizational Skills
 - Ability to work independently and as a member of various teams
 - Demonstrated ability to plan and organize daily tasks
 - Manage multiple projects and competing priorities simultaneously
 - Knowledge of current teaching methods and educational pedagogy, as well as differentiated instruction based upon student learning styles.
 - Strong customer-service orientation with patience while assisting all community members with excellent customer service skills
- **Physical Requirements & Work Environment:**
 - Physical capability to lift, carry, and move boxes of equipment up to 35-40 lbs.
 - Physical capability to lift, carry, and climb ladders to perform necessary technology work on campus.
 - Standard office/educational environment with frequent movement between depot storage, tech labs, and classrooms.

Compensation & Benefits:

- Competitive base salary of \$50,000–\$70,000+ per year (commensurate with experience and advanced certifications), complemented by a benefits package.

How to apply:

Interested candidates should email the following materials to patterson.michael@marist.net:

1. Cover letter
2. Resume
3. LinkedIn Profile URL
4. Contact information for up to three references