



Columbus Academy

Technology Administrator

The School: Founded in 1911, Columbus Academy is a coeducational college preparatory day school of over 1,100 students age 3 through grade 12 located on a 231-acre campus in Gahanna, Ohio. Student programs are organized into three divisions: Lower School (Age 3-Grade 5), Middle School (Grades 6-8) and Upper School (Grades 9-12). The school offers a vigorous academic program as part of its mission to educate the whole child – mind, body and character. Columbus Academy faculty and staff members are expected to be continuous learners in their fields, to engage in caring and cooperative partnerships with colleagues and parents, to have a demonstrated commitment to the values of diversity, equity, inclusion and belonging, and to help students reach their full potential.

The Position: Columbus Academy seeks a full-time Technology Administrator with responsibilities to begin as soon as possible.

Qualifications (preferred candidates will possess the following qualifications):

- Bachelor's degree or higher preferred
- Familiarity with a wide range of technology and a demonstrated ability to quickly learn and administer new technologies
- Strong technical skills, including experience with administering systems such as Mobile Device Management, Networking, IP Telephony, Servers (Linux, Windows, MacOS), End User Technology (iPad, MacBook Air, Apple TV) and the ability to learn and adapt to new technologies as needed
- Demonstrated ability to effectively troubleshoot and resolve technical issues
- 3+ years administering technology highly preferred
- Evident enthusiasm for applying technology to enhance teaching and learning
- Proven attention to detail, commitment to accuracy and high level of personal organization
- Ability to exercise judgment, diplomacy and confidentiality
- Strong communication skills (written, oral and interpersonal)
- Work collaboratively within team structure
- Build relationships quickly through effective and positive interactions

Position Expectations (the individual selected to this position will be expected to carry out the following responsibilities):

- Support students and faculty in the use of technology tools to empower student voice and ensure that learning is a student-driven process, in line with the 2016 ISTE Standards (Empowered Learner, Digital Citizen, Knowledge Constructor, Innovative Designer, Computational Thinker, Creative Communicator, Global Collaborator)
- Maintain a highly available and secure infrastructure through regular system maintenance and updates

- Administer accounts across a wide range of systems in support of our faculty, staff, students and parents
- Other duties as assigned

Physical Conditions (candidates must be able to manage the following conditions):

- Mobility around school buildings and on different floors (handicap accessible)
- Repetitive motion (use of keyboard)
- Periodic need to move light furniture, carry objects (no more than 40 pounds), etc.
- A non-smoking environment

Legal Requirements: All Columbus Academy employees must pass required criminal records checks. Where appropriate, individuals will also be required to provide proof of academic credentials.

To Apply: Interested candidates should apply online at columbusacademy.org/apply.

Columbus Academy believes strongly in the principles of diversity, equity, inclusion and belonging. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability or socioeconomic background.