

BROOKLYN FRIENDS SCHOOL

POSITION OPENING: IMMEDIATE – or beginning July 1, 2019

Technical Support and Network Specialist *with a focus on access control and physical security system management*

Position Overview

The candidate for Technical Support and Network Specialist must have demonstrated computer fluency to be able to learn new programs quickly, and address problems as they arise in real time. A high level of organizational skill is necessary as the specialist will be delineating and executing long term projects independently. Strong oral and written skills will be mandatory. The candidate must have the interpersonal skills necessary to provide patient and friendly support. Fluency in Google Docs, Microsoft Office, Chrome OS, Windows, and Mac OS is essential. Associate's Degree (or equivalent) and technical support experience necessary.

Duties and Responsibilities

Manage access control system for two buildings

Create person records for all new students, faculty, parents, and affiliates(babysitters, grandparents,etc.) and make sure they have appropriate levels of access. (5000+ entries to date)

Maintain security camera server and system for two buildings

Assist Director of Security in obtaining video footage of incidents for a variety of parties including but not limited to the NYPD, Head of School, Head of Upper School and many other authorized parties

Gmail Domain Administration

Administer Gmail Domain for entire school and summer programs - Create email addresses for full-time and part-time Students and Teachers throughout the year and summer schedule

Network maintenance

Assist Director of Infrastructure Technology with maintenance and support of wireless and wired networks.

Printers and printing

Upkeep and repair printers - Know and operate print server softwares, both CUPS and Chromeprint

Classroom hardware maintenance

Repair, replace and maintain AV equipment used in classrooms
Maintain and replace chromebook carts as needed

Other hardware

Handle various other hardware repairs as they arise

Events

Cover events during and out of school hours - Assist guests with use of projectors and hardware connections in various classrooms and conference rooms

People

Maintain a calm and understanding attitude with the less technologically capable members of the community

Interested candidates should send cover letter and resume to techposition@brooklynfriends.org