 **IT Network Engineer (Full Time Position)**

**Position Description**

The IT Network Engineer is a full-time position that reports to the Director of Technology and Operations. He/she will have the ability to handle the day-to-day maintenance and support of all technology related applications, hardware, software, and technology equipment at Northwest Catholic. This position requires literacy in a PC and Mac based environment, strong problem-solving and customer service skills, and the ability to anticipate and respond to challenges that can arise in any educational/professional IT network environment.

**Primary Duties & Responsibilities**

1. Maintain and support the hardware, software, and equipment – including preventive maintenance and urgent repair
2. Respond to NWC IT Help Desk requests for faculty, staff, and student needs
3. Collaborate with support consultants to learn the specific network environment, schedule upgrades, troubleshoot issues, and optimize performance
4. Participate in project work with the Director of Technology to plan and complete large-scale technology initiatives

**Skills, Requirements, and Qualifications:**

Technical proficiency required in:

* Microsoft applications (Windows OS, PC imaging, Office Suite and Office 365, Active Directory)
* Apple Operating Systems (Mac OS and iOS)
* LAN/WAN infrastructure management

Familiarity preferred with:

* VMware (Virtual Desktop Infrastructure and virtual servers)
* Web filter security, data backup, and antivirus and malware solutions
* Wireless network management
* Mobile Device Management

Qualified candidates will have: a Bachelor’s Degree in a technology-related field or equivalent work experience (2-3+ years) in a technology-support role; strong verbal and written communication skills; excellent interpersonal, customer service and problem solving skills; and strong time management and organizational skills with the ability to manage multiple tasks and changing priorities.

This is a year-round, salaried-exempt position that may require occasional evening or weekend availability and/or a flexible daily schedule. Adequate physical ability is required to navigate all areas of the school building and perform necessary duties that can require moving and lifting hardware.

To apply, submit a current resume and letter of interest to the attention of:

Mr. Patrick Williamson, Director of Technology and Operations

Northwest Catholic High School

29 Wampanoag Drive

West Hartford, CT 06117

employment@nwcath.org