



Public Charter High School for all students  
Santa Ana, CA  
[www.samueliacademy.org](http://www.samueliacademy.org)  
(714) 619-0245

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## ANNOUNCEMENT OF POSITION VACANCY

June 11, 2018

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### CAMPUS INFORMATION TECHNOLOGY ADMINISTRATOR

Full-Time Salary Exempt / Classified  
12-month position

APPLICATION DEADLINE: **Until position is filled.**

ANTICIPATED OFFICIAL START DATE: **ASAP**

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#### OVERVIEW

Samueli Academy's IT Administrator plays a significant role in shaping the students' educational experience on campus. He/she will work under the supervision of the Orangewood Children's Foundation Director of IT to manage and maintain both Samueli Academy and Foundation network systems. Samueli Academy Instruction features a 1:1 laptop program and is centered on Project/Problem-Based Learning, a collaborative, respectful culture and an emphasis on 21st century skills.

#### MAJOR AREAS OF RESPONSIBILITIES

- Maintenance of Samueli Academy Students, Staff, and Faculty computers
- Troubleshoot and resolve student and staff laptop issues
- Serve as help desk/troubleshooter for all hardware and standard software products used by Academy Students, Staff, and Faculty
- Deploy student and teacher laptops for each school year
- Maintenance of campus wireless network
- Serve as help desk/troubleshooter for classroom technology needs
- Support student and teacher Google Apps Account
- Support student and teacher Echo New Tech Network portal
- Troubleshoot software and hardware failures and resolve as appropriate

#### SALARY

Competitive

### MINIMUM QUALIFICATIONS

- Very strong interpersonal skills
- Prefer BA in Computer Science or equivalent experience
- A minimum of three (3) years' experience in network and desktop support
- General knowledge of Microsoft Exchange Server
- General knowledge of VEEAM Backup
- General knowledge of VMware infrastructure
- General knowledge of wireless infrastructure
- Ability to remain flexible, innovative and adaptive to change
- General knowledge of Cisco switches
- General knowledge of Cisco phone system
- General knowledge of SonicWall NSA 3400 and 3500 Firewalls

### BENEFITS

Medical, dental, and vision insurance benefit package provided to employee.  
Employer will also offer a 403B match.

### APPLICATION PROCESS

**To be considered for this position, the candidate must submit:**

- ▲ A completed online (EDJoin.org) application including:
  - A cover letter
  - A resume which clearly describes education and employment background, including dates of employment at each organization
  - Up to three (3) **current** letters of recommendation (optional)
  - Copy of BA degree and Transcripts (if requested)

Successful completion of a background check and drug test will be required upon employment. For more information or to apply, please visit <http://www.samueliacademy.org/employment.php>

**EQUAL OPPORTUNITY EMPLOYER**