



# St. Charles

PREPARATORY SCHOOL

— BUILDING BETTER MEN —

## Department of Technology Learning Center Technology Specialist

### Position Summary:

The Learning Center Technology Specialist will work in step with the Technology Coordinator and Dean of Learning Formation to oversee the handling of student devices and work with students in how best to manage their device hardware and software applications for the process of learning in the classroom and at home.

This is a full-time (7:30 a.m.- 4 p.m.), year-round position that reports to the Technology Director and is performed on the campus of St. Charles.

### Primary Responsibilities:

- Provide first-tier support for student devices.
- Troubleshooting and upgrading devices.
- Mentor students in the use of applications in the classroom.
- Provide training sessions on a regular basis.
- Perform password resets.
- Assist with copies and printing.
- Order and restock toner for all school printers.
- Manage the device carts.
- Inventory learning assets.
- Perform other related duties as assigned.

### Qualifications:

- Experience and Proficiency in the following:
  - Microsoft Windows 10 & 11
  - Microsoft Office
  - Adobe Acrobat
  - Problem-solving analytical skills
- Superb written and oral communication skills.

- Ability to complete work on teams, independently and through productive collaboration with students and faculty members.
- Compliance with background and safety requirements for work with and in proximity to students of the Diocese of Columbus, Ohio.
- Commitment to the Mission, Vision, Values and Founding Promise of St. Charles and its role as a teaching ministry of the Diocese of Columbus, Ohio.

### **Benefits:**

- Earned PTO
- Paid Holidays
- Professional development assistance

### **About St. Charles:**

St. Charles Preparatory School is an all-boys Catholic high school located in Bexley, Ohio, an interior suburb on the near east side of the city of Columbus. St. Charles was founded in 1923 by Bishop James J. Hartley with the express directive, our Founding Promise, that an exceptional education be provided to every young man willing to accept the challenge of studying at St. Charles, regardless of background or means. Originally established as a department of the St. Charles Borromeo Seminary College, the preparatory school maintained its mission as a college preparatory institution even after the college department closed in 1969. Over the course of a century, St. Charles has established itself as a distinctive leader in Catholic education, earning regional, statewide, and national recognitions for the quality of its education and the performance and contributions of its students, alumni, staff, and faculty.

### **Our Mission:**

St. Charles is an all-boys college preparatory high school of the Diocese of Columbus, Ohio, that instills in its graduates the importance of prayer, faith, service, character and hard work in an environment that values diversity, accountability and excellence and that creates an enduring tradition of brotherhood.

### **Our Vision:**

St. Charles Preparatory School will be nationally recognized as a premier pre-collegiate educational experience, developing young men for lives of contribution, service and leadership—consistent with the teachings of Jesus Christ in the Catholic tradition—by providing access for students of all backgrounds to the region’s best educators, curricula, programs and facilities.

### Our Founding Promise:

St. Charles Preparatory School remains faithful to the century-old promise of its founder, Bishop James J. Hartley, that an exceptional education be provided to every young man willing to accept the challenge of studying at St. Charles, regardless of background or means.

\*St. Charles is an equal opportunity employer.

### **Please send resume to:**

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