

THE HARVEY SCHOOL

Technology Assistant Job Description

Position Description

The Harvey School is seeking a part-time Technology Assistant for approximately 25 hours per week. The schedule can be flexible. Candidates must have experience with technology, excellent social skills, and a willingness to learn. Reports to the Director of Technology.

Primary Responsibilities

- Support and troubleshoot school technology hardware and systems, including computers, networking, phones, copiers, and software.
- Support and train staff and students in the use of school-related hardware and systems.
- Respond promptly to technical issues whether a colleague is on campus or working remotely.
- Other duties as assigned by the Director of Technology.

Minimum Qualifications

- Bachelor's degree preferred.
- At least two years experience, ideally in a school setting, preferred.
- Ability to collaborate with faculty, staff, admin, and parents.
- Ability to communicate clearly and effectively, verbally and in writing.
- Strong organizational skills, attention to detail, and follow-through.
- Positive attitude, flexible approach, patience, and a sense of humor.

To apply for this position:

Please send a single PDF file that includes a cover letter, resume, and three references to employment@harveyschool.org. Please include the position title in the subject line.