EKAMAI INTERNATIONAL SCHOOL JOB VACANCY

Position Title: IT Staff 2 positions (Re-advertisement)
Type of Appointment: One Year Contract with 3 months probationary period
Desired Start Date: As soon as possible
Closing Date: March 31, 2024

Job Overview:

The School IT Support Staff is responsible for providing technical assistance and support to students, teachers, and administrative staff within the school. They play a crucial role in ensuring the smooth operation of computer systems, networks, and technology-enhanced learning environments.

Responsible to: IT Department Head

Responsibilities:

- Respond promptly to user inquiries and provide technical support to students, teachers, and staff.
- Assist with the setup and configuration of computers, laptops, tablets, and other devices used in the educational setting.
- Support the integration of technology into the classroom, including projectors, and educational software.
- Troubleshoot issues related to classroom technology and assist teachers in utilizing technology for instructional purposes.
- Basic knowledge in maintaining and troubleshooting the school's local area network (LAN) and wireless network.
- Install, configure, and maintain educational software applications.
- Implement and enforce security measures to protect student and staff data.
- Keep track of hardware inventory, including computers, laptops, tablets, and peripherals.
- Conduct regular maintenance and upgrades to ensure the optimal performance of hardware.
- Provide training sessions for teachers and staff on the use of technology tools and resources.
- Support professional development initiatives related to educational technology.
- Create and maintain documentation for IT procedures, troubleshooting guides, and user manuals.
- Document technology-related policies and procedures specific to the school.

Qualifications:

- Seventh-day Adventist church member in good standing.
- Bachelor's degree in Science or a related field.
- Knowledge of laboratory safety procedures and protocols.
- Familiarity with basic laboratory equipment and techniques.
- Strong organizational and multitasking skills.
- Good communication and interpersonal skills.
- Ability to work collaboratively with teachers, students, and other staff members.
- Thai nationality only.

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