



ST. JOSEPH SCHOOL
Seattle's Jesuit Parish School

Employment Opportunity

Position: IT Support Associate 1

Type of Position: Full-time, Hourly, Seasonal, Non-Exempt

Our Mission

The mission of St. Joseph School is to create a faith-centered community that educates and inspires students to reach their God-given potential. All are welcome in a Catholic school, regardless of race, religion, sexual orientation, political beliefs, or personal history. We educate because we are Catholic and strive to be a welcoming community for all people. By choosing a Catholic school, you are entering into a relationship that sees the parent as the primary educator of the child, and the school as a primary partner in the child's education. We are proud to continue the Ignatian tradition of care for the whole person in our quest for the magis.

Job Summary

This position supports school-wide technology operations with a focus on computer operations, inventory management, and device repairs. The ideal candidate is detail-oriented, able to manage inventory using Excel, and maintains clear, accurate documentation. A willingness to learn Chromebook configuration and perform basic hardware repairs is essential. Experience with both PCs and Google Workspace (including account and policy management) is helpful.

Roles & Responsibilities

- Set up and configure desktop computers and user accounts
- Assigning security levels in Active Directory
- Install software, configure peripherals, and repair hardware as needed
- Test and troubleshoot programs and applications
- Diagnose technical issues, implement solutions, and escalate when appropriate
- Administer user accounts and permissions
- Design and produce moderately complex reports
- Maintain and track equipment inventory
- Repair and maintain computer hardware and systems
- Coordinate with hardware vendors to resolve equipment issues
- Support and assist with larger technical projects as needed

Qualifications

- Current college student preferred; high school diploma or A+ Certification required
- Basic understanding of network protocols and operating systems
- Reliable transportation required
- Respect for and comfort working within a Catholic, Jesuit organization

Schedule & Compensation

- This is an on-site role with set hours: Weekdays 8:00 am- 4:30 pm
- Hourly rate of \$23.00.
- Start and End Date: June 30, 2025 - September 12, 2025

Application Process

Interested candidates, please [submit a cover letter and resume via email to Devin Ross, IT Director.](#)