



ST. JOSEPH SCHOOL
Seattle's Jesuit Parish School

Employment Opportunity Position IT Support Associate II

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

Schedule: Weekdays between 8:00 am and 4:30 pm

Position Overview

St. Joseph School seeks a full-time IT Support Associate II. This position focuses on the implementation and maintenance of technology operations, computer repair, and inventory management across the school. The role also supports the day-to-day operation of computer hardware and software systems by monitoring systems, coordinating support needs, and assisting with training and troubleshooting for faculty and staff.

Key responsibilities

- Acts as a lead resource in providing technical support for personal computer hardware, software, and complex technology environments
- Administers user accounts and permissions
- Sets up and configures desktop computers, peripherals, and user accounts
- Installs software and repairs hardware
- Designs and produces moderately complex reports
- Researches and recommends system and equipment upgrades
- Works with established vendors to resolve equipment failures and technical issues
- Participates in complex technical projects
- Assists with school activities and functions during and after school hours

Qualifications

- Bachelor's Degree in Computer Science preferred; otherwise, a high school diploma and A+ Certification are required
- Understanding of basic network protocols and operating systems
- Strong attention to detail and written and verbal communication skills
- Demonstrated ability to meet established deadlines
- Ability to maintain strict confidentiality
- Ability to work respectfully and comfortably within a Catholic, Jesuit educational environment

Compensation

Rate \$26.00-32.00 per hour (DOE). St. Joseph School provides a full range of benefits that include medical, dental, and vision insurance (based on FTE), health savings account, flexible spending account, life, AD&D, and long-term disability insurance, employee assistance program, retirement plan with generous employer contributions, paid time off, and professional development opportunities.

Application Process

Interested candidates should [submit their cover letter and resume via email to Devin Ross, Director of Information Technology](#)

The mission of St. Joseph School is to create a faith-centered community that educates and inspires students to reach their God-given potential.