Grand River Academy, a private boarding school for boys, located in Austinburg, OH is currently accepting applications for **IT Specialist**.

**Duties & Responsibilities**
Including but not limited to
- Identifies and procures the hardware and software needed to satisfy user requirements.
- Installs hardware and peripheral components such as monitors, keyboards, printers and disk drives on users’ premises.
- Loads appropriate software packages such as operating systems, networking components and office applications.
- Assists in the customization and adaptation of existing programs to meet users’ requirements.
- **Provides telephone, in-person and online support to end-users.**
- Coordinates activities with network services and information systems groups.
- **Provides updates, status and completion information to Headmaster and/or users, via voice mail, e-mail or in-person communication.**
- Troubleshoots & repairs all hardware problems.
- Connects users to networks and provides initial training in facilities and applications.
- Administers e-mail and anti-virus systems.
- Rotates daily back-up media.
- Manages; Microsoft Active Directory, Web Filter, Firewall, Wi-Fi network
- Proficiency in Google G Suite Management.
- Performs other duties as assigned.

**Requirements**
- Associates or higher degree in Information Technology, Computer Information Systems, Computer Science, Business Technology, IT administration, or IT security or other related field preferred. Equivalent work experience, training or certificates may be substituted for education.
- The ability to think independently, solve problems, organize tasks, and efficiently handle multiple assignments at once with little supervision.
- Embrace and use technology.
- Demonstrate an attention to detail and accuracy.
- Display strong Customer Service skills.

**Work Environment**
- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Position Type/Expected Hours of Work**
- This is a part-time position, Monday through Friday. Occasional evening and weekend work may be required as job duties demand

Interested candidates please submit a resume to employment@grandriver.org