



## COMPUTER SUPPORT TECHNICIAN

**St. Bernard Academy** seeks a full-time Computer Support Technician to assist approximately 400 students, faculty, and staff at the school in a friendly and approachable manner. This position is primarily a desk-side support position, but may also include support of educational software, classroom AV systems (projectors/Smartboards), etc. This position will support our Director of Technology who manages all aspects of network technology, building access, and security. The successful candidate will have at minimum an associate's degree and be able to take direction and suggestions, in addition to being self-motivated.

### Responsibilities will include:

- Supporting the Director of Technology
- Participating in departmental planning
- Providing desk-side support for faculty, staff, and students
- Assisting with some evening and weekend campus activities
- An interest in coding, robotics a plus

### Qualifications include:

Candidates will be expected to have an associate's degree in technology or a related field, a commitment to support, a willingness to fully participate in a Catholic school environment, and an enthusiasm for working within a diverse community of learners. Applicants with prior experience and/or the ability to support a club will be given special consideration.

**Compensation:** This is a full-time, academic year position. Salary is dependent on education and experience. Benefits include professional development, health and dental insurance, worker's compensation, short-term and long-term disability, group life insurance, and a retirement plan.

**St. Bernard Academy** is a co-ed, independent, Catholic day school serving 380 students in grades 3k through eight. Students come from Davidson and other surrounding counties. Located in historic Hillsboro Village, faculty and students are four blocks from both Vanderbilt University and Belmont University. SBA encourages the development of the whole student spiritually, academically, emotionally, and athletically. Students commonly participate in multiple sports and extracurricular activities. The school is committed to intellectual, cultural, racial, and economic diversity.

St. Bernard Academy is an Equal Opportunity Employer.

Applications should be directed to Ms. Pam Parks: a résumé, a statement of interest, and at least two professional references. We will begin reviewing applications immediately and will close the application process when the position is filled.

### Direct applications and inquiries to:

Ms. Pam Parks  
[pparks@stbernard.org](mailto:pparks@stbernard.org)