



IT Coordinator

Position Summary

We are seeking an organized, self-motivated, resourceful individual for a part-time (0.6 FTE) position. This individual will manage CCCL's IT systems including computers (staff and student), internet, phones, instructional technology and software, and implementation of IT programs and policies. This position is primarily in-house technology management and is critical to the success of our education sites and administrative offices. The Operations Manager and/or current Tech Specialist will provide organization-specific training. Position reports to: Operations Manager.

Position Functions

- Maintain all onsite technology including, but not limited to, diagnosing hardware/software problems, repairs of devices, trouble shooting, and educating staff/students as needed
- G Suite Administration including creation of new email addresses, email lists, permissions, security settings, etc.
- Implement successful IT programs for 300+ students and 50+ employees
- Create and maintain an inventory of all technology
- Assist Operations Manager in creating IT budgets
- Attend trainings as needed to stay current on educational IT advances and opportunities
- Work closely with the Operations Manager to maintain compliance in and pursue appropriate upgrades through the E-Rate program
- Conduct periodic internal audits to optimize financial investments and technological infrastructure
- Create and maintain a rolling five-year Educational Technology plan (teacher, student, and administration)
- Communicate with parents and students to satisfy technological needs and address gaps
- Communicate regularly with vendors and service providers to maintain positive relationships and ensure contracts are fulfilled
- Other responsibilities, as needed, including working with Operations Manager around special situations such as COVID-19 tech distribution procedures

Qualifications

- 2+ years of experience in an IT position with network/server management responsibilities
- Advanced proficiency with computer hardware/software, online platforms, Google's platform (G Suite), Microsoft's platform (Word, Excel, etc.)
- Passion for equity and inclusion
- Experience in computer and software programming and computer repair
- Great communication skills, including writing ability (in English) – Spanish language skills are a plus
- Excellent organizational skills, attention to detail, working collaboratively, and time management
- Ability to take initiative, be resourceful, collaborate to solve problems, work with minimal supervision
- Experience with PowerSchool SIS and Empower Learning LMS is highly desirable
- Grant/Budget management experience is highly desirable
- Demonstrated proficiency is essential, though 2+ years of higher education a plus
- Must be able to lift up to 50 pounds, stand for up to 3 hours at a time and have a valid driver's license
- Possession of, or ability to obtain, a Fingerprint Clearance Card

Job Type: Part-time, 24 hours per week (0.6 FTE) | Salary: \$52,500 1.0 FTE prorated at 0.6 FTE = \$31,500

Location: Downtown Tucson, AZ

Apply: **by 05/07/2021** Online at <https://cityccl.org/about/contact/employment/>. Or submit cover letter and resume via email to info@cityccl.org.

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