

**Job Posting Form 2016 -2017
(Parishes, Schools & Agencies Positions)**

Date Posted: April 21, 2017

Title of OPEN Position: Technology Coordinator

Type of Employment: Part Time

Salary: Commensurate upon experience/education

Employer Name: St. John the Baptist School

Employer Contact Name and Title: Ms. Marilyn Camp, Principal

Employer Address: 2028 Sandridge Road, Alden NY 14004

Employer Website: www.stjohnsalden.com

Job Description: The Technology coordinator is a part- time position of up to 8 hours a week that provides guidance and direction for the use of technology in the school, troubleshoots, conducts inventory procedures, maintains school website, and performs Google Apps for Education administrative responsibilities. Proficiency in Google Apps and Microsoft office is desired. Working knowledge of windows platform is a must. Chrome OS desired but not essential.

Degree Requirements: A degree in or working towards a Technology Degree

Qualifications/Skills: Proficiency in Google Apps, Proficiency in Microsoft Office, Knowledge of Windows platform is a must, Chrome OS desired but not essential.

Experience Required: A degree in or working towards a Technology Degree specify

EOE

How to Apply:

By MAIL: Ms. Marilyn Camp, Principal 2028 Sandridge Road, Alden NY 14004

E-Mail: Ms. Marilyn Camp, es01@buffalodiocese.org

Fax Number: (716) 937-9794

Please include: Résumé, [employment application](#) and [teacher application supplement](#) (if applicable) NO LATER THAN 05/25/2017