**Oxbridge Academy**

**Helpdesk/JAMF Pro Administrator**

**Staff Job Description**

**Summary/Objective:**

Oxbridge Academy IT Department is seeking a driven technology professional eager to learn new technologies and willing to continue learning by taking on-line classes, self-motivate and works independently and is a positive contributor on any team.

Employee is responsible for understanding the Mission, Vision, Core Values, Employee Handbook, and other school policies of Oxbridge Academy, ensuring the adherence of these policies in performance, action, and self-conduct. The role of IT in education explores the potential for technology to redefine the terms of teaching and learning. Technology in the classroom allows engagement, review, and assessment in broader and deeper ways. Technology facilitates Oxbridge’s mission of collaboration, innovation, and personal discovery. It enhances the capacity for tailored instruction and facilitates project-based learning. Teachers and students can collaborate outside the classroom setting. Technology brings far more resources, perspective, and analysis to classroom assignments.

**Tasks/Essential Functions:**

* JAMF Pro MDM administrator experienced in maintaining, packaging, updating and deploying software for macOS with a strong knowledge of MDM protocol, configuration profiles, and policy management.
* Provides technical support to students, faculty, staff, and classroom for hardware, software, computers, and general instructional use of technology.
* Ability to install and troubleshoot classroom technologies including interactive smartboards, projectors, printers, digital displays, Apple TVs, and other technologies.
* Must be experienced in Microsoft 365 Office Suite of applications, Word, Excel, Outlook, PowerPoint.
* Assists with Active Directory and Azure network and email account administration.
* Experience with a helpdesk ticketing system, networked printers, and network file shares.
* Collaborates with the information technology team by researching, testing and recommending emerging technologies for education.
* Self-motivated to complete continuing education for the purpose of supporting and improving on in-house technologies.
* Additional duties as assigned.

**Qualifications:**

* Bachelor’s degree required.
* Two (2) + years working in information technology required with experience as a windows & mac desktop support technician, macOS, printers, copiers, projectors, video conference systems, Active Directory and Azure account management, helpdesk ticketing system, Office 365 suite of applications.
* Certificate from accredited IT program and five (5) years relevant experience in lieu of Bachelor’s degree.
* Preferred JAMF Certified Admin and/or relevant experience, support of Adobe Creative Cloud suite of apps.
* Must demonstrate competency and comfort with Apple and Microsoft products, computers, iPhone, iPad, Apple TV, macOS, windows 10, Dell laptop and desktop computers, Canon, Ricoh, HP Printers.
* Strong interpersonal skills to relate well with students, staff, administration, parents, and the community.
* Effective communication skills, both oral and written.
* Preferred candidate will be a self-motivated, positive contributor and team player that works collaboratively and well with others, willing to take continuing education classes, and work toward certifications.
* Ability to maintain confidentiality and use sound judgment.

Oxbridge Academy is a non-profit, independent grade 7-12 school in West Palm Beach, Florida. Oxbridge Academy commits to being a community characterized by civility, respect, and trust; a school that fosters the virtues of discipline, perseverance, and responsibility. Oxbridge Academy is an equal opportunity employer, committed to diversity at all levels, and does not discriminate on the basis of sex, race, age, national origin, ethnic background, disability, or any other characteristic protected by law. Interested candidates should apply via Indeed only – [Helpdesk/JAMF Pro Administrator - Apply Here](https://www.indeed.com/job/helpdeskjamf-pro-administrator-9345ec5be02b23ae) . Please, no phone calls.