

PORTSMOUTH CHRISTIAN ACADEMY

DOVER, NEW HAMPSHIRE



Level 1 IT Support Specialist

Position Summary

Portsmouth Christian Academy (PCA) is a large, nondenominational Christian school located in Dover, NH. PCA, located just minutes northwest of Portsmouth, NH on a nearly sixty-acre riverfront campus, is a dually accredited, independent, Christian, college-preparatory, day school for students in preschool through grade twelve seeking to maximize their God-given potential. PCA faculty and staff are unified in creating a caring, safe, Christ-focused learning environment where young people are challenged to thrive academically and grow as servant-leaders prepared to impact the world for good.

Consider joining our team of professionals in the field of education who get to build Christ-centered relationships with students, parents, and peers and who teach students who are typically in the 70-80th percentile. **Essential Duties and Responsibilities, include but are not limited to:**

- Installing and configuring hardware and software components.
- Troubleshooting hardware and software issues.
- Installing and upgrading software to ensure security at the user level.
- Performing tests and evaluations of new software and hardware.
- Providing support to users and being the first point of contact for IT issues.
- Monitoring a help desk ticketing system.
- Maintaining accurate inventory.
- Managing technical documentation.

To apply for this position, please complete a faculty application found on the Careers page of our website (pcaschool.org). For more information or to submit a completed application, please email humanresources@pcaschool.org