

THINK Global School is a path-breaking high school that offers teenagers a once-in-a-lifetime international experience. TGS students don't simply "study abroad." They immerse themselves in twelve countries over four years, undertaking a challenging curriculum that culminates in their official International Baccalaureate (IB) examinations at the end of year four. Throughout their studies, TGS students visit significant historical, cultural, and scientific sites, all while building new skills and relationships with those around them. See more at <http://thinkglobalschool.org>.

Position Overview

The **Onsite Technology Coordinator** is a full time position. The employee will be responsible for providing onsite technical support, coordinating hardware repairs, and working with students and staff to provide technical support and technology integration in the classroom. The Onsite Technology Coordinator will also support the StudentLIFE Coordinator with the daily boarding operations of THINK Global School (TGS). This position will report to the Head of Technology, Marketing and Communications with respect to tech duties and to the StudentLIFE Coordinator with respect to StudentLIFE duties.

Technology Coordinator Responsibilities

- Provide onsite technical support for all TGS software, MacBooks, iPhone, and iPads tracking issues with an online tracking system
- Coordinate all hardware repairs with a local repair center
- Maintain onsite technology inventory including device loaner pool and ensure all devices are connected to JSS (TGS's device management system)
- Work with faculty, curriculum coordinator and media specialist to provide technology training and support technology integration into the curriculum.

Other Responsibilities

- Live with TGS students and supervise them during the evening and on weekends (in a rotation)
- Assist with daily boarding operations: enforce expectations and consequences, check student rooms, supervise study hall
- Know, observe and support TGS policies, and act as a resource and guide for TGS students.
- Serve as a positive role model at all times for all TGS students

Skills and Experience

- Minimum of a Bachelor's Degree
- Demonstrated experience working with technology in education
- Demonstrated experience working with youth (ages 13-19)
- Travel and cultural immersion experience preferred

Additional Competencies

- Flexible and organized with a high degree of self initiative and attention to detail
- Able to balance personal life with work life in an intense residential environment
- Ability to travel and live in close quarters for an extended period of time
- Able to remain calm under pressure and to diffuse potentially difficult situations
- Excellent communicator, friendly, approachable and have a team player attitude
- Sensitive to the needs of international students living away from home
- Excellent communicator with students, on site staff and as well as off site staff

Please apply at our website: <http://thinkglobalschool.org/connect-with-tgs/employment/studentlife-advisors/>

Equal Employment Opportunities

TGS is an Equal Opportunity Employer and committed to excellence through diversity. Employment offers are made on the basis of qualifications, and without regard to age, race, sex, religion, color, national origin, sexual orientation, military status, disability, predisposing genetic characteristics, marital status, or any other characteristic protected by law. If you need assistance or reasonable accommodation in completing this application or during the interview process, please contact TGS.