



[Ecole Bilingue de Berkeley](#) is seeking to fill a part time help desk/desktop support position. This is the first point of contact for user issues at EB's middle school campus with occasional duties at the lower school campus (2 blocks away). We seek someone with the right mixture of technical skills, people skills, and the desire to learn and branch out.

Location: Berkeley, CA

Status: Non-exempt

Salary: DOE

Hours: 20 per week

Term: 1 year contract, renewable.

Qualifications:

- Minimum 4 years providing desktop support in a diverse, demanding environment
- Strong troubleshooting skills, ability to find answers to tricky problems
- Strong interpersonal skills, strong initiative, customer service-centric attitude, and detail oriented.

Required skills/knowledge:

- Deep knowledge of Mac ecosystem: Mac OSX 10.7-10.13, iOS 9-11, and related apps
- Deep knowledge of Google/G-Suite ecosystem: Gmail, Calendar, Drive, Docs, Sheets, Slides
- Strong experience with multimedia creation apps. ex: iMovie, Garageband, WeVideo, Audacity
- Command line experience (OSX or UNIX variants)
- Experience with hardware repair at the component level for desktops and portables
- General audio/visual equipment knowledge

Desirable skills/knowledge:

- IT certifications (CompTIA A+, Network+, Server+; Apple AMCT)
- Windows 7-10 , Windows Server 2012-2016 (Jr. Sysadmin level)
- TCP/IP, VLAN, wi-fi network support (Jr. Sysadmin level)
- Learning management systems (Moodle, Schoology, Haiku, Google Classroom)
- JAMF Pro or other MDM systems
- Sound engineering (live or studio), acoustics
- Previous experience in education, K-12, or independent schools

Physical demands:

- Ability to sit or stand at a desk for long periods
- Ability to climb stairs and lift frequently
- Ability to balance, bend, kneel, crouch, reach, squat, grip, grasp occasionally
- Ability to lift, carry, and manipulate computer and audio visual equipment
- Perform repetitive motions such as typing or moving or manipulating computer equipment
- Ability to lift up to 50 pounds occasionally.

Must be fingerprinted and pass a background check.

Please send brief cover letter, résumé, [employment application](#), and references to: techjob@eb.org, attn. Maer Ben-Yisrael. You may visit the school's website at www.eb.org for more information and to download the employment application. No phone calls, please.

Ecole Bilingue de Berkeley, California, an independent coeducational day school, provides bilingual education (French and English) from Preschool to eighth grade to as many as 50 different nationalities. Founded in 1977, Ecole Bilingue de Berkeley educates a diverse population of boys and girls, inspiring them to strive for academic excellence and to develop a high sense of personal and social responsibility. Ecole Bilingue de Berkeley offers a challenging and rigorous course of study in both French and English, set in a multicultural environment, and supports each student in the acquisition of skills and the development of character necessary for citizenship in an increasingly complex world.

Ecole Bilingue de Berkeley, as an equal opportunity employer, does not discriminate in its hiring of employees on the basis of race, color, sex, sexual orientation, religion, creed, national origin, citizenship, marital or veteran status, age, or disability. We actively seek diversity among faculty and administration as well as among students.