



We are currently seeking a Part-Time IT Support Technician

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(602) 454-1222 or aca.hr@azacademy.org

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WE OFFER COMPETITIVE SALARY AND BENEFITS!

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[Careers • Arizona Cultural Academy \(azacademy.org\)](#)

Part-Time IT Support Technician | Apply by completing our [Job Application](#)

[Arizona Cultural Academy](#) (ACA), based in Phoenix, AZ, has the potential to set the standard for how all private Islamic schools in the country shape their curriculum, manage their staff, build sustainable finances, and – most importantly – produce students with exceptional character and intelligence. Entrepreneurial educators who are seeking significant personal growth will thrive in this environment.

ACA aims to empower Phoenix with knowledge, spirit and service. In 1999, we embarked on a dream of creating a private school with a rich Islamic ethos. We have achieved over 20 years of operation, COGNIA accreditation, annual enrollment of 300+ students, and construction of a multi-acre purpose-built facility. We are seeking the best Islamic educator talent to lead Arizona Cultural Academy to become a modern Daycare through grade 12 private Islamic school.

ACA is seeking a qualified Part-Time IT Support Technician. Hiring a quality IT Support Technician is a critical effort as we build an institution that establishes the next generation of a modern private Islamic school. We are looking for a diverse pool of applicants who are inspired by our mission and possess the skills, knowledge, and work ethic to contribute to a dedicated team willing to do whatever it takes to build an institution that empowers ACA and the Phoenix metro area with knowledge, spirit and service.

Expectations of an ACA employee include:

- Emulate strong moral character and Islamic personal in all of our interactions
- Give and receive feedback with a desire to improve one's self
- Pursue and cherish trusted two-way relationships with colleagues and community members

Additionally, an ACA IT Technician is expected to fulfill the following duties:

Under the direct supervision of the IT Director, the main responsibilities of the IT Support Technician are to provide technical support to the daily operations of the school by responding to incidents and proactively working on IT improvement initiatives as directed.

DUTIES AND RESPONSIBILITIES

- Providing daily technical support to ensure minimal disruptions to operations.
- Maintain technology including computers, printers, audio-visual, and other equipment.
- Backup Network Server every Friday morning
- Troubleshoot, diagnose, and document issues
- Manage basic configuration changes in Windows Server and GSuite.
- Setup staff accounts (Windows Server, FACTs, Gmail)
- Creating student accounts in the GSuite
- Add staff and visitors devices to the school network
- Coordinates IT-related matters (hardware, software, networking) meetings, and IT needs for campus events for the purpose of completing activities and/or delivering services in a timely fashion.
- Monitors IT work order status, special IT projects, and IT maintenance work for the purpose of achieving goals and meeting target dates.
- Assists in educating staff on technology policies, best practices; assist and instruct users on usage of equipment and software.
- Assists in the managing of inventory and surplus of technology equipment, systems and related services for the purpose of ensuring that all technology purchases for goods and/or services are consistent with the school's technology objectives, and that equipment is properly inventoried or surplus consistent with local, school and state regulations.
- Attends various events (e.g. event meetings, conferences, training sessions, information sessions, administrator meetings) for the purpose of communicating and/or gathering information required to perform the functions of the job.

- Strictly adhere to the school's rules and policies.

Compensation and Working Conditions:

- Salary: \$18 Hourly Pay
- Accrue 1 hour of paid time off for every 30 hours worked.

Qualifications

- Experience providing hands-on IT support in a business or educational environment.
- High school diploma or GED equivalent
- Strong knowledge of computer hardware repair and troubleshooting.
- Experience supporting Windows operating systems and Google Workspace.
- Working knowledge of networking concepts including TCP/IP, switches, routers, wireless access points, and network troubleshooting.
- Experience installing and configuring printers, projectors, audiovisual systems, and classroom technology.
- Strong organizational, documentation, and customer service skills.
- Ability to prioritize multiple requests and work independently.
- Ability to lift and move computer equipment weighing up to 50 pounds and work on ladders when installing equipment or cabling.

Preferred

- Experience supporting K–12 educational technology environments.
- Experience with Windows Server administration.
- Experience with Google Workspace administration.
- Knowledge of Chromebook management and device imaging.
- Experience with ticket management systems and IT asset management.
- Industry certifications such as CompTIA A+, Network+, Google Workspace Administrator, Microsoft Certified System Expert, or equivalent.