

POSITION	Systems Coordinator
LOCATION	Central Office
GENERAL DESCRIPTION	<p>The Systems Coordinator is responsible for overseeing technology systems for internal communication, maintaining the District intranet, and coordinating District information sharing activities; for managing District enterprise software for both academic and administrative areas; and for delivering support for end-user identity systems and processes.</p> <p>Ideal candidates for this role should have a combination of technical expertise, project management skills, and a strong commitment to leveraging technology to support organizational goals and improve operational efficiency.</p>
QUALIFICATIONS	<ul style="list-style-type: none">• High School Diploma and at least 2 years of experience in planning, implementing, and maintaining technology systems to support organizational objectives;• Computer expertise appropriate to the position;• Ability to self-manage and exercise independent judgment;• Ability to maintain complex and confidential records with attention to detail;• Willingness and ability to work as a team member;• Effective and demonstrated troubleshooting, project management, customer service, problem solving, critical thinking, analytical, oral and written communication, and organizational skills;• History of strong work record, including good job attendance; and• Documented evidence of acceptable criminal record as required by Ohio law and Board Policy.
STARTING DATE	July 2024
SALARY	\$76,384 – 99,661 with placement based on experience
BENEFITS	Includes medical, dental, vision, and life insurance; tuition reimbursement
WORK YEAR	230 days - 8 hours/day
DEADLINE	Internal: February 21, 2024; External: February 28, 2024 or Until Filled
APPLY TO	Butler Tech Careers