IT coordinator San Francisco, CA

COMPANY DESCRIPTION

From Boston to London, Zurich to Shanghai, you'll find EF teams across the world working together to break down barriers of language, culture and geography. We've helped millions of people become global citizens through educational travel, language learning and academic degree programs. To continue to grow our culture of innovation, we're adding more entrepreneurial thinkers and passionate doers to make an impact, build great things, collaborate, travel the world, and pave a dynamic career path in global management, teaching, technology, sales and service. Learn more at **www.ef.edu/careers**

JOB DESCRIPTION

**Part Time IT Coordinator**

**EF International Language Centers (a division of Education First)**

**San Francisco, CA**

**Synopsis**

EF International Language Centers is seeking a friendly and reliable part time IT Coordinator to provide basic technical support for our English language school located in the heart of iconic Fisherman’s Wharf. The position requires about 10-15 hours per week and scheduling is flexible.

**The Role**

EF San Francisco is part of a global network of language schools. Working with Global IT colleagues from around the world, the IT coordinator will be the primary local contact for any day to day issues and questions from local EF faculty, staff and (occasionally) students.

Key responsibilities include:

* Taking ownership for all of the school’s IT-related equipment: computers, phones, projectors/AV, photocopiers, printers, iPads, etc. Responsible for keeping an accurate and up-to-date inventory of all units/parts and supervising deliveries/returns/exchanges. Manage the school’s server room.
* Developing and executing a routine periodic maintenance plan for all computer hardware and accessories including inspection and troubleshooting.
* Implementing new equipment/processes as directed and communicating to management and staff about critical or ongoing issues.
* Providing on-the-job training for teachers and staff which may include production of user-oriented handouts, manuals and instructions.
* Troubleshooting routine hardware and software issues and assisting Global IT help desk technicians (located in Bangalore, India) with the resolution of user-generated cases.

**Requirements**

* Strong knowledge of Microsoft Desktop Operating Systems
* Intermediate technical skills: no formal training/degrees required, but candidates must be comfortable with installation and updating of computer software and hardware and other IT infrastructure (printers, projectors, phones).
* Demonstrated ability to communicate technical information to a non-technical audience including non-native English speakers and very inexperienced computer users.
* Ability to work very independently and learn on the job.

Interested applicants should send a resume and cover letter outlining their qualifications and interest in the position.

***International Language Centers****provide young adults worldwide with instruction abroad in one of seven languages. Courses start every Monday of the year and run from two weeks to fifty-two weeks. Instruction from qualified teachers is supported by a weekly activities program.****www.ef.com/master/ils***

***International Language Centers****is a division of EF. EF stands for “Education First”. Since 1965, we have helped millions of people transform their lives by breaking down the barriers of language, culture and geography.  Today we’re the world’s largest private education company- offering every imaginable way to learn a language, travel abroad, experience another culture, or earn an academic degree.  For more information, visit****http://www.ef.edu/careers***

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ADDITIONAL INFORMATION

All your information will be kept confidential according to EEO guidelines.