



Chinese American International School

seeks a

Tech Specialist

(full-time contract-to-hire, non-exempt position)

www.cais.org

THE POSITION

Tech Specialist is a full-time, entry-level, contract-to-hire technology position, which includes benefits including health insurance. We are looking for someone with strong computer, troubleshooting, and communication skills for desktop/customer support and inventory management. We encourage fresh graduates to apply. The work schedule is anticipated to be 30-40 hours per week.

Specific Duties (not limited to):

- General desktop support for classrooms and school staff
- General AV support for school events
- Maintaining detailed equipment inventory
- Updating OS and applications regularly
- Installing software for Windows and Mac
- Monitoring of school devices
- Configuring new equipment
- Other general IT-related projects as assigned
- Reliability and punctuality

Qualifications:

- Good understanding of Mac, Windows, and Chrome
- Strong organizational and communication skills
- Willingness to learn
- Initial and continued tuberculosis clearance
- Initial and continued criminal background clearance by DOJ and FBI
- Prior office environment experience a plus
- Experience with Google Admin Console a plus
- The ability to communicate in Chinese is a major plus

ABOUT CAIS

As the nation's first Mandarin Immersion Preschool through 8th grade school, CAIS embodies our mission by working continuously to maintain our role as a leader in immersion education. We value honest self-assessment, thoughtful self-reflection, intentional planning, and focused implementation. We are known as an ambitious school, and we are making substantial progress on our [multi-year vision](#) to reimagine immersion, reimagine our culture of learning, reimagine character and community, and reimagine our learning spaces. Since 2021, we have been using our new [campus on 19th Avenue](#) in San Francisco for athletics, arts, and community events. In September 2024, our entire community will begin the school year at our newly renovated Forever Home, which more than doubles our program space from our Hayes Valley locations and allows all divisions to be together on one spectacular campus.

SALARY RANGE

The salary range for this position is: \$60,000 - \$70,000, based on experience.

TO APPLY

Please follow the below for submission requirements:

1. In the subject line of the application email, indicate “**Tech Specialist**”.
2. Please combine the following items into one PDF before submitting:
 - a. resume,
 - b. desired salary
 - c. list of references
3. The PDF must be titled: “[Candidate’s name]- **Tech Specialist**”
4. Email PDF file to it_jobs@cais.org

Please, *no* calls. The hiring committee will review all resumes. Should a possible match in skill and experience be found, the committee will contact you.

LEARN MORE

Visit CAIS’s website www.cais.org