



## Application Package: **IT Administrator (f/m/d)**

Contract Start Date: Immediate Start

Employment: Full-time/Part-time (30-40 hours)

**AMADEUS INTERNATIONAL SCHOOL VIENNA** is a vibrant, unique and dynamic IB World School (EY, PYP, MYP, DP & CP) located in heritage listed buildings on a beautiful campus in Vienna. We strive to create a strong sense of community, which allows students to discover their talents during the education process. With a strong commitment to creativity and performance throughout the school, AMADEUS has a dedicated Academy of Music and the Arts. Our excellent boarding facilities host students from around the world as part of a school community of more than 50 nationalities.

### KEY RESPONSIBILITIES OF SUPPORT AND LEARNING

- Technical contact person for all employees (Windows and Apple)
- Administration of workstation computers (MacBooks, Windows PCs) and iPads (JAMF Pro, Mosyle MDM)
- Administration of the school asset system
- Administration of licenses and IT purchasing
- IT training for employees (especially teachers)
- Further development and participation in the design of technology applications in schools

### REQUIREMENTS

Essential:

- EDP technical training (HTL, college, apprenticeship, etc.)
- Relevant experience as a network and system administrator
- Very good knowledge of English (written and spoken)
- Personal initiative, social skills, team player and ability to get things done
- Independent and solution-oriented working style as well as high willingness to learn and work





Desirable:

- Several years of relevant experience as a network and system administrator (in a school)
- Experience in the administration of Apple devices (JAMF Pro, Apple School Manager, Moslye, iOS, MacOS)

#### **WHAT WE OFFER**

- A welcoming and inclusive work environment with a sense of mission and community
- Long-term employment in an international company
- Ability to be involved in a variety of projects as well as community activities
- The salary, depending on qualifications and experience, follows the current salary scale with a minimum gross yearly salary of EUR 40.600,00 for an employment based on a full-time equivalent
- Complementary lunch during the school year

#### **HOW TO APPLY**

AMADEUS Vienna follows international best practice Child Protection and Safer Recruitment processes. Candidates must be prepared to undergo child protection screening (police records) and appropriate pre-employment/reference checks.

If you are interested in being a part of our dynamic international team, please send your full application (including CV, Cover letter, photo and references) all in PDF with the subject **IT Administrator** to: [jobs@amadeus-vienna.com](mailto:jobs@amadeus-vienna.com)

**Thank you for understanding that only shortlisted candidates will be contacted.**

