



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 School)
- 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 School, Apple School Manager, 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 part of our dynamic international team, please send your full application by following link: <https://form.jotform.com/231023807823349>

The position will remain open until filled, early applications are preferred and encouraged.

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

