



Position Type	IT Coordinator (50%)
Start	August 1, 2026
School Name	Neuchâtel Junior College
City, Country	Neuchâtel, Switzerland
Posted	May 13, 2026

Founded in 1956, Neuchâtel Junior College (NJC) provides a unique international education experience to students in their pre-university / final year of high school. Located in the 11th-century French-speaking city of Neuchâtel, Switzerland, NJC students earn a Canadian high school diploma while living abroad. The close-knit community of nearly 60 students per year reside with homestay boarding or 'pension' families, providing students with a complete immersion in European life.

Position Description

NJC is seeking an **IT Coordinator** to manage and support the school's technology infrastructure and digital services. This role is responsible for maintaining reliable IT systems, supporting faculty and students, administering cloud platforms, and coordinating with external vendors. The ideal candidate is hands-on, organized, and comfortable working across a wide range of technologies in an educational environment.

Responsibilities

Cloud Administration

- Manage and administer **Google Workspace for Education** accounts and services for students and staff.
- Maintain **Microsoft Exchange Online (Office 365)** accounts for student productivity services.
- Support faculty access to organizational subscriptions and online services related to teaching and learning.

Network & Infrastructure

- Maintain the school's network infrastructure, including Wi-Fi systems, routers, and switches.
- Set up and maintain internet connectivity at staff residences.
- Monitor network performance and coordinate with internet service providers when issues arise.
- Manage domain DNS settings and related services.

Procurement & Vendor Coordination

- Research and purchase IT equipment and software.
- Liaise with technology vendors, internet providers, and equipment suppliers.



Hardware & Device Management

- Manage and maintain faculty and student devices, including MacBooks and administrative computers.
- Configure student laptops for secure exam environments.
- Maintain printers, audiovisual equipment, projectors, and displays across campus.

User Support

- Provide day-to-day technical support for faculty, staff, and students.
- Troubleshoot hardware, software, and connectivity issues.
- Administer mobile phone contracts, eSIM configurations, and support the use of student and staff devices.
- Manage security features such as electronic key fobs and security camera feed.
- Coordinate with external repair services or vendors when needed.

Academic Technology Support

- Support educational software systems and data transfers between the school and external platforms (i.e., for university applications).
- Serve as the IT contact for standardized testing programs and exam-related technologies.
- Introduce workflows to staff that are aided by artificial intelligence.
- Train staff and students on responsible use of artificial intelligence.

Qualifications

- Degree or diploma in computer science, information technology, or a related field
- Experience administering **Google Workspace or similar cloud platforms**
- Solid understanding of **network infrastructure (Wi-Fi, routers, switches)**
- Experience supporting **macOS environments and end-user devices**
- Strong troubleshooting and problem-solving skills
- Ability to manage multiple systems and priorities independently
- Excellent communication and user support skills, with a working knowledge of both English and French
- Swiss passport or work permit
- Experience in an educational environment is an asset

Neuchâtel Junior College is committed to the safety and welfare of children and vulnerable adults. As such, we ask that the successful candidate undergo a Criminal Record Check and provide references to speak for their character.

To apply, please send a letter and CV in confidence to Megan Watt, Managing Director of Operations, at mwatt@neuchatel.org by May 29, 2026.