



Most Blessed Sacrament Catholic Church and School Entry-Level Help Desk Technician

Description of Employment

Most Blessed Sacrament of the Baton Rouge Catholic Diocese seeks an entry-level IT Help Desk Technician to assist the IT Support Lead and provide technical support to our staff and students at MBS School, MBS Church, and MBS Early Learning Center. The successful candidate will be responsible for assisting with the setup, configuration, and maintenance of computer hardware, software, and network systems.

Employment Timeframe

Daily: The technician works daily during the calendar year, sometimes working beyond the regular school day hours.

Annual: This position is a contracted position, August 1-July 31.

General Duties

- Provide level one technical support to end-users.
- Diagnose and troubleshoot software and hardware issues related to Google, ClassLink SSO, Microsoft, PDS, DayForce, and other technologies.
- Install, configure, and maintain computer hardware and software.
- Repair and troubleshoot Chromebooks and HP Desktop/Laptops, including replacing components and performing system updates.
- Escalate complex technical issues, resolutions, and requests in a ticketing system.
- Provide training and guidance to end-users on how to use software and hardware systems.

Educational Requirements & Experience

- A Bachelor's degree in Computer Science or related field, or equivalent work experience.
- Familiarity with Google, ClassLink SSO, Microsoft, and other relevant technologies
- Strong analytical and problem-solving skills
- Strong organizational skills and the ability to multi-task
- Ability to work independently and collaboratively in a busy environment.
- Basic knowledge of networking and security concepts.
- Must be able to pass a criminal background check with Louisiana State Police and complete all Child Protection requirements.
- Familiarity with using Chromebooks and Google Classroom in the classroom setting is a plus.

Our School Mission

Most Blessed Sacrament Catholic School serves our Church, its families, and the community by nurturing Gospel values, academic excellence, and a lifetime of prayer and service.

Our Philosophy

- We believe the purpose of Most Blessed Sacrament Catholic School is to pass on the faith and heritage of Catholic tradition, promoting Gospel values throughout our educational environment.
- We strive to strengthen partnerships with our parents, the primary teachers of faith and values, as we work to develop the whole child - spiritually, morally, intellectually, socially, emotionally, and physically.
- We continually seek out a faculty called to the teaching ministry, who share a mutual responsibility for creating an environment that promotes spiritual and academic excellence for all our students.



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- We strive to center our school community in worship, prayer, Catholic doctrine, service projects, and current educational pedagogy to equip our students to become mature, Catholic Christian young men and women and leaders for tomorrow's world.
- We seek to teach as Jesus did, in both word and example, nurturing the unique gifts of each member of our school community as members of the Body of Christ, living Sacraments to the world.

Submission Information

Most Blessed Sacrament will offer a competitive salary and Diocesan benefits for this position. Please send cover letter and resume to CGioe@mbsbr.org. Application materials can also be sent to Attn: Cheri Gioe, Most Blessed Sacrament, 8033 Baringer Rd., Baton Rouge, LA 70817

MBS is an equal opportunity employer, offering employment without regard to race, color, religion, sex, national origin, age, or disability.