



MEMORIA PRESS

Classical Christian Education for All Ages

IT Support

Memoria Press is a Christian publishing company seeking a support technician to keep the office running smoothly.

We are a local, family-run publisher of classical, Christian homeschool and private school materials. We publish comprehensive, Christ-centered curricula with an emphasis on mastery and simplicity. Headquartered in Louisville, Kentucky, our curriculum is developed in the classrooms of the award-winning Highlands Latin School.

Qualifications

- Network experience: cabling, Active Directory, Group Policy, VPNs, NAS management
- Application experience: Remote Desktop, G Suite, and Dropbox
- Printer experience: network setup and printer troubleshooting
- Ability to multitask, prioritize, and manage time efficiently while meeting deadlines
- Strong verbal and interpersonal relationship skills

Responsibilities

- Maintain user and email accounts
- Set up and troubleshoot workstations
- Maintain servers, backups, and systems
- General help desk support
- Set up new servers and systems as needed

To apply, please email your resume with a cover letter to Paul Schaeffer at paul@memoriapress.com.