



Emerging Technologies & Cybersecurity Manager

PREAMBLE

Boston College High School is a Catholic, Jesuit, independent school serving young men across grades 7-12 from various communities across Massachusetts. Founded in 1863, Boston College High School continues its commitment to an authentic formation of the head, heart, and hands within the parameters of the Characteristics of Jesuit Education, the Ignatian Pedagogical Paradigm, the BC High Mission Statement, and the strategic plan.

Reports to: Chief Financial Officer

Employment Type: Full-Time, 12-month

POSITION SUMMARY

The Emerging Technologies & Cybersecurity Manager is a collaborative, curious, and forward-thinking technology professional who supports the school's cybersecurity initiatives, instructional technology, and enterprise systems. This role sets priorities, manages risk, and represents the Informational Technology Department.

The Manager is directly responsible to the CFO and serves as a bridge between IT, academic, and administrative departments by identifying, implementing, and supporting technologies that strengthen teaching, learning, and school operations. This position plays an important role in safeguarding institutional data, evaluating emerging technologies, supporting faculty adoption of digital tools, and assisting with enterprise technology projects.

KEY RESPONSIBILITIES

Cybersecurity and Risk Management

- Assist in maintaining the school's cybersecurity program, including security policies, standards, and best practices.
- Monitor security alerts, vulnerabilities, and system health while coordinating appropriate remediation efforts.
- Support incident response activities, documentation, and post-incident reviews.
- Assist with identity and access management, user permissions, and account security.
- Coordinate cybersecurity awareness training and promote security best practices throughout the school community.
- Support compliance efforts related to data privacy, cybersecurity, artificial intelligence (AI), and applicable regulatory requirements.



Technology Innovation & Instructional Technology

- Partner with the Data Specialist & Systems Engineer in assisting faculty and academic leadership to evaluate and implement instructional technologies that enhance teaching and learning.
- Provide training and individualized support for faculty adopting classroom technology.
- Research emerging technologies, including artificial intelligence (AI), and educational technology tools, and recommend practical applications.
- Support initiatives that promote digital literacy, digital citizenship, and responsible technology use.
- Assist in piloting and evaluating new technologies prior to broader institutional adoption.

Enterprise Systems & Technology Projects

- Assist with the administration and optimization of enterprise applications, including the Student Information System (SIS), Learning Management System (LMS), Microsoft 365, Google Workspace, and other institutional platforms.
- Support system integrations, workflow automation, and technology implementations.
- Collaborate with departments to identify opportunities to improve operational efficiency through technology.
- Develop user documentation, training materials, and technology guides.
- Participate in technology-related projects from planning through implementation.

Vendor & Operational Support

- Assist in evaluating technology vendors, software solutions, and service providers.
- Coordinate implementation activities with vendors and internal stakeholders.
- Maintain technology inventories, documentation, and asset records.
- Collaborate with the Senior Director of Technology to ensure technology solutions align with institutional priorities and long-term sustainability.
- Perform other duties as assigned.

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES

- Bachelor's degree in Cybersecurity, Information Technology, Computer Science, Information Systems, Educational Technology, or a related field.
- Two to five years of professional experience in information technology, cybersecurity, instructional technology, or systems administration preferred.
- Working knowledge of cybersecurity principles, identity management, endpoint protection, and data security best practices.
- Familiarity with Microsoft 365, Google Workspace, enterprise applications, and cloud-based technologies.
- Interest in instructional technology, educational innovation, and supporting faculty and students.
- Strong analytical, organizational, and problem-solving abilities.
- Excellent interpersonal and communication skills with the ability to explain technical concepts to non-technical audiences.
- Demonstrated initiative, curiosity, and a willingness to continuously learn emerging technologies.



- Industry certifications (CompTIA Security+, Network+, Microsoft, Google, ISC² CC, or similar) are desirable but not required.

SUPERVISORY RESPONSIBILITY

- Up to three (3) direct reports within the IT department.

WORKING CONDITIONS / PHYSICAL DEMANDS

- Work is performed primarily in a standard office environment with regular movement throughout campus to support faculty, staff, and technology initiatives.
- Ability to sit, stand, walk, and work at a computer for extended periods.
- Occasional evening or weekend work may be required to support school events, technology implementations, or emergency response activities.

Salary: \$90,000-\$110,000