

Technology Assistant

Summary

Technology Assistant's primary role will be the setup and maintenance of new and current technology purchased by the school. This includes but isn't limited to the Computer labs, teacher computers, and student devices.

Job Duties

- Troubleshoot any technology problems that may occur
- Setup and install new equipment
- Help staff and students with any technology questions
- Monitor servers and Wi-Fi
- Complete tickets in Helpdesk as they come in
- Assist with maintaining an inventory count
- Perform any other duties assigned by Technology Director

Job Requirements

- Excellent people skills
- Ability to perform tasks solo
- Performs well under high pressure situations
- Able to lift and move heavy equipment up to 50 pounds
- Able to sit or stand for long periods of time
- Able to work safely on ladders

Work Schedule

- Monday-Friday, 40 hours a week
- 7:00AM-3:30PM will be normal hours
- Willingness to work outside regular schedule when needed

Pay and Benefits

- \$13-\$15/hour based on experience
- Paid time off (XX sick days, XX personal, and XX vacation days after 90 days)
- More benefits as described in the non-certified staff handbook

Any interested candidates should apply with a resume and a letter of interest dropped off at:

**NJ-SP Central Office Administration
801 Campbell Drive
North Judson, Indiana
46366**

Job will remain open until a qualified candidate fills it.

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