

October 1, 2019

INTERNAL / EXTERNAL JOB POSTING

POSITION: Computer Technician - Level 2
Employed by a 3rd party
40 Hours per week

EDUCATIONAL REQUIREMENTS: Minimum: High School Diploma; College courses in Computer and Business Management, preferred

QUALIFICATIONS: Minimum:
- Experience Managing and support Mobile technology and working with students and school teachers
- Basic user level knowledge of IOS applications
- Must be able to lift items up to 60lb

Preferred:
- Strong organizational skills
- Considerable computer knowledge (IOS hardware & software)
- Experience with Mobile Device Connections to networks
- Mobile device repair and able to replace parts
- Capable of learning and using Mobile Device Management
- Experience of Html and webpage posting

RESPONSIBILITIES:

- User account and email account for students
- Prioritize tech work orders in all buildings
- Check out work orders, verify and close work orders in database
- Keep local inventory of parts and app software
- Maintain and troubleshoot technology systems and associated hardware within the organization
- Request replacement parts to Director
- Perform essential job functions as specified from Technology Director.

POSTING DEADLINE: October 10, 2019
Please send letter of interest and resume to:
Grant Public Schools
Attn: Kim Anderson
148 S. Elder Ave.
Grant, MI 49327

WE ARE AN EQUAL OPPORTUNITY EMPLOYER
This is a non-affiliated position