

# CENTRAL NINE CAREER CENTER

## Job Description

### TITLE: **TECHNOLOGY ASSISTANT**

#### **QUALIFICATIONS:**

- High School Diploma required; some college and/or IT certifications preferred
- 1-2 years hands-on experience in a networked environment, or applicable experience through an IT degree program
- Pass a Criminal History Background Check
- Excellent verbal/written communication skills
- Demonstrated organization skills, attention to detail, and ability to be self-directed
- Ability to lift and carry technology equipment (~40 lbs)

**REPORTS TO:** Technology Coordinator

**PAY RATE:** \$10-15/hour, 10-12 hours/week, pay rate commensurate with experience

**TERMS OF EMPLOYMENT:** Part time, 2-3 evenings per week (~3:00 pm – 7:00 pm)

**BENEFITS:** There are no benefits associated this position

#### **NATURE AND SCOPE OF JOB:**

Provide assistance to Technology Coordinator in completing IT work requests and projects for both High School and Adult Education programs, teachers, and staff

#### **PERFORMANCE RESPONSIBILITIES:**

The Technology Assistant shall:

- Follow all rules, policies, and guidelines of Central Nine Career Center, as well as state and federal regulations pertaining to schools/technology issues
- Maintain confidentiality and privacy regulations
- Under direction of the Technology Coordinator:
  - Perform basic installations of hardware/software
  - Troubleshoot and provide technical support to C9 staff members by diagnosing and correcting issues
  - Assist with necessary regularly scheduled maintenance of systems
  - Assist with inventory of hardware and software
  - Document both projects and time split between High School and Adult Education requests