

June 14, 2017

MULTIPLE TECHNOLOGY VACANCIES
BUILDING COMPUTER TECHNICIAN – LEVEL 1

The Level 1 Building Computer Technician serves as the first line of basic support for all student technology issues and provides support for all building level help desk issues.

REQUIRED SKILLS

1. Ability to work professionally in a fast-paced, dynamic, and collaborative team environment.
2. Ability to improve and develop skills to keep pace with changing technology.
3. Recommended one year of educational technology experience or related field.
4. Ability to work with students helpers.
5. Basic knowledge of technical equipment and current software.
6. Can assist in the deployment of hardware and software.
7. Basic computer and software troubleshooting skills
8. Ability to help computer users solve problems over the phone, email and in person.
9. Ability to work in a school setting.
10. Good interpersonal relations, communication, and organizational skills.
11. Evidence of good judgment, trustworthiness, flexibility, and emotional maturity.
12. Ability to work with minimal direction.
13. Be able to lift 50 pounds.

PRIMARY RESPONSIBILITIES

1. Assist in the daily operations of the student led help desk.
2. Help to monitor and provide timely response to help desk issues.
3. Support the computer labs and work with the technology team to resolve developing issues.
4. Coordinate with the technology team to assist the resolution of help desk tickets.
5. Assist end users with the use of technical equipment and software.
6. Assist end users with accounts, technical equipment, and software.
7. Assist in maintaining inventory and supplies for technical equipment and software.
8. Setup computers, peripherals and install software as needed.
9. Maintain security of equipment.
10. Assist in the inventory of software and hardware.
11. Continually update skills and knowledge.
12. Uphold and abide by the Technology Acceptable Use Policy.
13. Provide basic support for digital content management system.
14. Participate in technology professional development opportunities.
15. Perform other duties as assigned by the Building Technology Manager.

(continued)

SALARY & BENEFITS:

- \$25,000- \$33,000/year, based on experience
- Medical & dental insurance
- 17 paid holidays
- IMRF pension/employees vested after 10 years of employment
- 14 sick days
- 10 days paid vacation
- Paid term life insurance policy equal to annual base salary

HOURS: 7:30 am to 4:00 pm

TO APPLY:

- Submit an online application at: www.generalasp.com/D207/onlineapp/, and
- Send a letter of interest and resume to: Jklein@maine207.org

As a matter of policy, the race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, handicap, disability, unfavorable discharge from military service, or any other unlawful basis of discrimination, including harassment as defined and provided by the Illinois Human Rights Act and all other applicable state and federal laws shall not be considered either a qualification or disqualification of any applicant.