

Technology Associate

Southeast Fountain School Corporation has an opening for the Technology Associate for the 2021-2022 school year. The position will remain open until it is filled.

Job Description

- General Summary – Performs skilled repair and maintenance of all technology-related equipment as well as technical support for all technology-related systems. Employee provides technical support to users including, but not limited to, technical advice on equipment setup and operation, general troubleshooting, and software installation. Employee reads and interprets schematics, wiring diagrams, and repair manuals to provide required technical support. Employee performs other duties in the school as assigned by building administrators or IT Director.
- Repairs, maintains, and upgrades technology-related equipment
- Uses a work-order tracking system for routine repair and maintenance of equipment
- Install and configures all necessary software, hardware, and network products
- Follows a plan for professional development and actively seeks out opportunities to grow professionally
- Prepares and submits accurate reports, as required
- Assist with the tracking of fixed assets in the corporation
- Assist with supervision of students

Job Requirements

- 202 day position; **Evenings; 15-20 hours per week**
- Ability to lift 50 lbs.
- Exceptional written and oral communication skills, exceptional organization, and time management skills
- Positive attitude and ability to work well with students, staff, and all stakeholders
- Ability to maintain confidentiality
- Ability to organize multiple tasks

Job Qualifications

- Education: Equivalent to high school diploma
- Three (3) years' experience in the use of computing and information technology resources
- Experience with Google products and processes preferred

Contact Information

- Name: Clint Mahoney, IT Director
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Application Instructions

- Submit letter of interest and job qualifications via email to:
mahoneyc@sefschools.org

Clint Mahoney, IT Director

Junr 29, 2021