

March 16, 2021

District Technology Assistant

Reports To: Director of Technology

Contract: 260 days, 8 hours/day

Essential Responsibilities and Accountabilities:

- Must be able to provide customer focused technical assistance to our staff and students on a variety of technologies including but not limited to:
 - Chromebooks
 - iPads
 - Macbooks
 - Windows PCs
- Must be able to prioritize and resolve work requests in an efficient and timely matter.

Key Qualifications:

The ideal candidate will have an Associate's degree or Bachelor of Science degree in Computer Information Technology, Computer Science or other related field, be in the process of pursuing a degree in an information technology related field or equivalent experience in related field and position. Consideration will also be given to those who can demonstrate proficient computer knowledge but do not meet the criteria above.

- Knowledge of various computer hardware and software systems
- Exceptional interpersonal skills
- Strong documentation skills
- Must be able to work independently and as part of a team
- Self motivated and willing to learn
- Assists with the other members of the technology department with other tasks
- Ability to work on the other items as assigned by the Director of Technology
- Possess a valid driver's license and able to provide their own transportation to drive between school buildings
- Must be able to lift 50 pounds

Bonus Qualifications:

- Familiarity with Chromebooks
- Familiarity with Apple's iOS
- Expertise with building and repair of computer hardware including desktops and laptops

Submit application and resume to Mr. Scott Ribich at Bluffton High School, #1 Tiger Trail, Bluffton, IN 46714 or sribich@bhmsd.org. Classified applications available at www.bhmsd.org