



Spiral Valley Community Schools Corporation



NOTICE OF EMPLOYMENT OPPORTUNITY

September 4, 2021

Position: Technology Support Assistant

Qualifications

- Minimum of high school diploma
- Strong interpersonal skills and ability to communicate effectively with students, staff, and parents
- Excellent time management and organizational skills
- Knowledge and experience with computers

Responsibilities include, but are not limited to:

- Assisting with creating, disabling, and managing student computer accounts.
- Assisting with managing Chromebook repairs
 - Respond to and manage help request forms
 - Prepare Chromebooks, chargers, etc. to go out to students
 - Prepare and ship Chromebooks for repair
 - Fill out forms to create bills when needed
 - Use forms and software to track Chromebooks and Chromebook issues
- Assisting with cleaning, sanitizing, and organization
- Assisting with maintaining staff accounts and ID badges
- Assisting with phone calls requesting help or information
- Assisting with recycling
- Assisting with transporting, installing, and removing equipment
- Assisting with testing equipment
- Learning new technologies and assisting others with those technologies.

Compensation: \$15 per hour, 29 hours per week

Start date: Immediately

Application deadline: Friday, September 18, 2020

Contact: Dr. Trevor Apple, Superintendent
498 S Larry Bird Blvd
French Lick, IN 47432
812-936-9984

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