



Joliet Township High School – District 204

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300 Caterpillar Drive
Joliet, IL 60436
www.jths.org

Position: Summer Technology Assistant

Reports To: Director of Information Technology Services

Hours: 20 hours per week, Monday through Thursday from June 10th through August 2nd with the week of July 1st off

Pay Rate: TBD at March Board Meeting

Job Goal: To demonstrate initiative, good judgment, and skill in performing a variety of administrative, technical and professional responsibilities in support of the department and JTHS.

The successful candidate must have:

- * Excellent organizational, communication and interpersonal skills
- * Technical knowledge in computer repair and maintenance
- * General knowledge of local area networks
- * Related experience and/or coursework
- * Be able to lift 50 pounds

Performance Responsibilities

1. Professionally handle technology equipment including unboxing, packing, relocating, inspecting, cleaning, minor repairs and imaging.
2. Troubleshoot software, hardware and network related issues.
3. Assist with classroom, lab and event setups.
4. Support the operations of the Student Help Desk.
5. Maintains strong working relationships with all internal and external stakeholders consistently maintaining a courteous, professional, and effective manner through all forms of communication.
6. Perform other tasks or project as assigned.