

Oregon Episcopal School prepares students for higher education and lifelong learning by inspiring intellectual, physical, social, emotional, artistic, and spiritual growth so that they may realize their power for good as citizens of local and world communities.



Among the woodlands, wetlands and wildlife of the hills of Southwest Portland lies the unique educational experience that is Oregon Episcopal School. The school occupies a 59 acre campus where 870 students in Pre-K through 12th Grade share an excellent faculty, a college preparatory curriculum, and a strong sense of community. OES welcomes those who wish to engage in a vibrant, culturally diverse learning community.

JOB TITLE: Summer Student Tech Assistant

The OES technology department is looking for a summer student tech assistant to help prepare technology devices and equipment for the next school year. The person selected for this position will work closely with the rest of the technology staff to prepare and set-up laptops, Ipads, Chromebooks, desktops, printers, and classroom technology. The ideal candidate will be responsible, conscientious, and enthusiastic about working with the technology team.

This is a temporary role and open only to OES students that are 16 years of age or older and enrolled for the 2019-2020 school year. This position reports directly to the director of educational technology.

COMPENSATION: \$14 per hour – comes with paid sick leave, otherwise unbenefited

STATUS: Temporary: Monday, June 24 and ending Wednesday, July 31.

SCHEDULE: 40 hours per week on average with some variability to be determined

ESSENTIAL DUTIES:

- Generally assist the tech department as needed.
- Unpack and organize new equipment and devices.
- Inspect, clean, and prepare current laptops, desktops, Chromebooks and iPads to be redeployed in the fall.
- Help in the set-up of a new mac lab.
- Update device records in a mobile device management system.
- Help to ready new devices for deployment.
- Move devices to where they are needed.
- Help to service technology in classrooms and other spaces on campus.

MINIMUM QUALIFICATIONS:

- Enrollment as an OES Student
- 16 years of age or older
- Ability to follow instructions,
- Ability to accept direction from and respond to supervisor
- Ability to work effectively on a team
- Ability to pass a background check

PHYSICAL REQUIREMENTS:

- Ability to lift and carry up to 35 pounds on a frequent basis
- Ability to move about the OES classrooms and campus

APPLICATION PROCESS: Complete the OES online employment application. Follow the link below to set up a login and password that will allow you to save and return to your application:

https://fs18.formsite.com/OES_Form/fc9g7xffn1/form_login.html

Oregon Episcopal School does not discriminate in its hiring or employment practices on the basis of race, color, religion, gender (including gender identity or expression), disability, national or ethnic origin, age, sexual orientation, marital status, genetic information, or other legally protected characteristic or status.