

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Technology Intern

II. PRIMARY FUNCTION

To assist technology staff with setting up, general maintenance and troubleshooting district computer devices and network connections.

III. REPORTS TO

Chief Technology Officer and/or Designee

IV. QUALIFICATIONS

- Junior or Senior at Edison High School or JP Stevens High School
- Interest in pursuing career or post-secondary education in the field of technology
- Must be in good academic and behavioral standing and have good interpersonal communication skills
- Ability to work with and take direction from adults
- Available to work at any of the district buildings including any school or the Education Center
- Able to provide own transportation to work each day
- Able to do heavy lifting if needed
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify.

V. MAJOR DUTIES AND RESPONSIBILITIES

- Under the direction of technology staff, work includes, but is not limited to:
 - Setting up/cleaning laptop computers and carts
 - Configuring computers to run on the network
 - Installing/uninstalling printers and other devices
 - Moving computers, printers and related equipment to and from various locations throughout the buildings, using hand trucks, carts and carrying some equipment
 - Loading/Unloading computers and related equipment to and from school vehicles
 - Performing tasks related to inventory, record keeping and controls
 - Assistant the network team with labeling and reorganization of network infrastructure rooms
 - Running network cabling, as needed, throughout the buildings
 - Any other appropriate tasks necessary for the completion of the requirements of the District Technology Plan

VI. TERMS OF EMPLOYMENT

- MUST be available to work a minimum of 7 of the 10 weeks of summer
- District Summer Hours are Monday – Friday 8:00 a.m. to 3:30 pm
- Students are only paid for the time they work. Students are NOT paid for days the District is closed, for lunch breaks OR for days for which they do not work, regardless of the reason