

WATCHUNG BOROUGH SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Summer Technology Assistant

REPORTS TO: Manager of Information Technology

LOCATION: District

QUALIFICATIONS:

1. Careful attention to detail, punctuality, decorum in the schools, responsibility for working alone or on a team with specific assignments
2. Valid New Jersey drivers license and own transportation preferred
3. Must be able to lift 25 pounds and assist with the installation of various technology equipment;
4. Basic understanding of computer components
5. Basic understanding of network operations
6. Must provide dates that the applicant is able to work

JOB GOAL: To assist the Technology Department in preparing chromebooks, laptops, and other technology in the district for the upcoming school year.

PERFORMANCE RESPONSIBILITIES:

1. Moving and unpacking computer equipment
2. Performing inventory of all technology-related equipment such as chromebooks
3. Familiarity with basic PC hardware, Chromebooks, and iPads
4. Installing software on laptops
5. Cleaning technology equipment
6. Assist with cable runs for internet access.

TERMS OF EMPLOYMENT:

16 hours maximum per week scheduled from July 1, 2023 through August 30, 2023 at \$15/hour.

APPROVED: