

**CUMBERLAND REGIONAL SCHOOL DISTRICT
SEABROOK, NEW JERSEY**

JOB DESCRIPTION

TECHNOLOGY SUPPORT GROUP STUDENT ASSISTANT

QUALIFICATIONS

1. Enrolled at Cumberland Regional High School.
2. Membership in the National Technical Honor Society, and recommended by its Advisor.
3. Good academic and disciplinary standing for the semester preceding the assignment.
4. Good moral character.
5. Good oral and written communication skills.
6. Able to follow instructions and work independently.

REPORTS TO

Technology Systems Manager or designee.

JOB GOAL

To assist the Technology Support staff in maintaining the technology components at CRHS.

PERFORMANCE RESPONSIBILITIES

1. Maintains district technology components, to include:
 - a. Setup and inventory documentation of new purchases
 - b. Running network cabling and terminating interfaces as needed
 - c. Cleaning of computers, projectors, and other components
 - d. Inventory and replacement of obsolete components
 - e. Maintenance of CRHSD website as required
 - f. Any other areas of technology maintenance as assigned by the Technology Systems Manager or a designee.

TERMS OF EMPLOYMENT

Set by Board of Education. Summer position. Not to exceed 28 hours per week.

EVALUATION

Informal summary will be prepared by the Technology Systems Manager at the end of the defined timeframes.

APPROVED BY: **Cumberland Regional Board of Education**

DATED: **April 30, 2015**

AMENDED: **September 28, 2017**