



Gull Lake Community Schools
Richland, Michigan

JOB POSTING

Gull Lake Virtual Partnership Tech Support Assistant - Part Time 20 Hours Per Week

December 21, 2023

Job Summary:

Under the direction of the GLVP Tech Coach and GLVP Tech Coordinator, the Tech Support Assistant is responsible for assisting in the duties and responsibilities of the GLVP tech department.

Qualifications:

Required:

- High School diploma or general education degree
- Proficient use of computers including knowledge and use of Google Workspace
- Must possess excellent written and verbal communication skills and proven organizational skills
- Demonstrated success as a collaborator and proven team player
- Demonstrated successful communication skills with students, staff, parents, and community

Desired Characteristics:

- Experience with computer programming languages
- Prior tech support experience preferred
- Ability to handle many job responsibilities and prioritize duties
- Experience working in a technology based customer service role
- Ability to manage time and prioritize tasks effectively with a high level of autonomy

Duties:

- On-site hours required
- Work closely with tech coach and tech coordinator to support technology needs
- Distributing, monitoring, and collection of chromebooks and other tech devices
- Reports, spreadsheets, and data collection projects
- Assist with website updates, design, and maintenance
- Support tech tickets as needed through the help desk
- Assist with program goals to continuously improve the student and staff virtual experience
- Manage tech fees in student accounts for outstanding or damaged devices
- Communicate effectively with students, staff, and parents
- Ability to work independently and cooperatively; excellent work habits, planning, and organization
- Perform other duties as assigned by administration

STATEMENT OF NON-DISCRIMINATION

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CRIMINAL RECORDS CHECK

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Application Deadline: Open Until Filled

Start Date: ASAP

Salary: \$15 - \$17 per hour

Apply To: Candidates who are qualified and wish to be considered for this position must submit a Frontline online application at www.gulllakecs.org that includes a letter and resume.

Questions: Contact - Sherri Simmons, Human Resources, ssimmons@gulllakecs.org