

Nettle Creek School Corporation

Vacancy Notice: Information Technology Support Assistant

Nettle Creek School Corporation Superintendent, Dr. Kyle G. Barrentine, has announced a vacancy notice for the position of Information Technology Support Assistant for Nettle Creek Schools. This is a full time position.

Qualifications:

- HS Diploma or equivalent is required.
- COMP TIA A+ Certification (or experience equivalent to that) is preferred but not required.
- Proficient with Microsoft Office products and knowledge of Windows Active Directory.
- Experience working with Apple products is preferred but not required.
- Friendly with a mind for customer service.
- Attention to detail, dependability, and a strong work ethic.

Job Duties:

- Primary responsibility will be at Hagerstown Jr.-Sr. High School.
- Provide technical support and assistance to all staff and students
- Respond to staff and student support requests in a timely manner and follow through until a resolution is achieved
- Maintain and support hardware and software used by the students/staff
- Support corporation phone system
- Repair/upgrade device hardware
- Prepare new devices for staff/students
- Reset staff/student passwords in Active Directory, Google Apps for Education, PowerSchool
- Assist Director with new hardware/software implementation
- Other duties as assigned

Salary & Terms of Position:

- This position will be paid \$15.30 per hour for 40 hours per week.
- 8 hours per day with the hours to be determined but preferred to be 7:00-3:30.
- This is a 260 day per-year contract.

Application Process:

- Send a single email to the following people:
Mr. Braden Albert, Director of Technology
balbert@nettlecreek.k12.in.us
AND
Mr. Josh Hallatt, Principal
jhallatt@nettlecreek.k12.in.us
- In your email please include your letter of interest and your resume.
- Please also complete our online application found at
<http://nettlecreekschools.com/careers/ncsc-non-cert-application/>
- Please indicate 'technology assistant' as the position you are seeking.

Timeline:

- Vacancy posted on Friday, July 16, 2021.
- Interviews will be ongoing until a successful candidate is found.
- Successful candidate's start date will be negotiated.