

# 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 Elementary 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
- Work with the Director of Learning with all instructional technology resources.
- Other duties as assigned

### **Salary & Terms of Position:**

- This position will be paid \$16.68 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](mailto:balbert@nettlecreek.k12.in.us)  
AND  
Mrs. Tiffani Hokey, Principal  
[thokey@nettlecreek.k12.in.us](mailto:thokey@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, October 22, 2021.
- Interviews will be ongoing until a successful candidate is found.
- Successful candidate's start date will be negotiated.