

Wesleyan School



Technology Technician

The primary job of the Technology Technician will be repairing, maintaining, and reimaging tablet PCs. This technician will work at the Help Desk and assist students and staff with tablet problems and questions. This problem-solving may be hardware or software in nature. The Technology Technician will report to the Technology Director as a 12 month employee.

RESPONSIBILITIES

◆ **Hardware Technician**

- Diagnose, maintain, and repair tablet PCs for students and faculty.
- Re-image tablets as necessary. (Using Ghost or Windows Deployment)
- Maintain repair records.
- Provide “Help Box” support to all personnel and students.
- Manage in-house inventory of supporting materials such as repair parts and installation supplies.
- Diagnose, maintain, and repair other computers, printers, and computer related hardware.
- Stay abreast of new technologies.
- Review new hardware and recommend items for purchase.

◆ **Software Technician**

- Install all software that has been approved by the Technology Director.
- Update all software on campus as needed – all software should be checked for updates at least yearly.
- Download and install patches on all software at least yearly.
- Assist the Technology Director in maintaining detailed software licensing records.

◆ **Knowledge Base - Software**

- Windows 7
- Microsoft Office 2010
- Adobe CS5

- ◆ **Perform other related duties as assigned by the Tablet Program Coordinator, or Technology Director.**
- ◆ **Work various shift schedules as needed to ensure end-users needs are met. This could include early mornings, late evenings, or weekends. (Compensated for “overtime hours” by comp time.)**
- ◆ **Support the school’s three-year technology plan.**
- ◆ **Attend at least one professional seminar or workshop per year for professional development.**
- ◆ **Read professional journals and/or newsletters to stay abreast of emerging trends and technologies.**

QUALIFICATIONS

- ❖ Knowledge and experience repairing PC tablets would be a plus.
- ❖ Knowledge and experience with OneNote, DyKnow, and Moodle would be a plus.
- ❖ Working knowledge and experience with Mac computers and software would be a plus.
- ❖ High level of interpersonal skills. Should be creative and flexible.

- ❖ Must demonstrate a willingness to accept responsibility and to cooperate with all levels of school employees.
- ❖ Must be able to work without constant supervision.
- ❖ An A+ certification would be a definite plus.

REQUIREMENTS

Interested applicants should have a college or technical school degree, experience in the educational technology field, a patient disposition, a collaborative attitude toward decision-making, a strong grounding in the Christian faith, and a strong interest in providing technical assistance with a servant's heart.