

June 11, 2018

**NOTICE OF POSITION VACANCY**  
**BUILDING COMPUTER TECHNICIAN – LEVEL 1**

**DESCRIPTION**

The Level 1 Building Computer Technician supports the Chromebook service center and provides basic frontline technical support for the school's users, hardware and software systems.

**REQUIRED QUALIFICATIONS**

- Experience supporting technology or providing quality customer service in a non-technical field with an aptitude for supporting and maintaining computer and software systems
- Basic knowledge of technical equipment and current software
- Basic computer and software troubleshooting skills
- Ability to help computer users solve problems over the phone, email and in person
- Ability to work in a school setting, maintain confidentiality and to mentor student technology helpers
- Good interpersonal relations, communication, and organizational skills
- Evidence of good judgment, trustworthiness, flexibility, and emotional maturity
- Ability to work professionally in a fast-paced, dynamic, collaborative team environment, and to keep pace with changing technology
- Be able to lift 30 pounds

**PRIMARY RESPONSIBILITIES**

- Assist the Building Support Team in supporting the Chromebook service center in order to effectively maintain the school's fleet of Chromebooks and to provide walk-up, email, and telephone frontline technical support for students, parents, and school staff
- Support the lead building technician to implement the district's technology plan in the school
- Use the helpdesk to resolve assigned requests in a timely and effective manner
- Install, repair, upgrade, and test hardware, including computers, LCD projectors, and peripherals
- Assist in maintaining inventory and supplies for technical equipment and software
- Uphold and abide by the Technology Acceptable Use Policy
- Participate in technology professional development opportunities
- Perform other duties as assigned by the Technology Leadership Team

**SALARY & BENEFITS**

- 35,000-45,000 per year
- 10 days paid vacation/17 paid holidays/14 sick days
- Medical & dental insurance
- IMRF pension/employees vested after 10 years of employment
- Paid term life insurance policy equal to annual base salary

**TO APPLY**

- Complete an online application at: [www.generalasp.com/D207/onlineapp/](http://www.generalasp.com/D207/onlineapp/) before Friday, June 22, 2018.

**As a matter of policy, the race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, handicap, disability, unfavorable discharge from military service, or any other unlawful basis of discrimination, including harassment as defined and provided by the Illinois Human Rights Act and all other applicable state and federal laws shall not be considered either a qualification or disqualification of any applicant.**