



Employment Opportunity
Butler County Educational Service Center
December 21, 2018

POSITION: Technology Department Co Op

GENERAL DESCRIPTION: This is an entry position with advancement opportunities available. On the job training will build upon your knowledge and ability to address computer issues that will be directed to a help desk within an organization. You will learn business etiquette and skills required for successful work in the field.

QUALIFICATIONS:

- Enrollment in or completion of an electronics or computer technical school or equivalent.
- Basic knowledge of break/fix or help desk requests.
- Must have the communication skills necessary to work successfully with all levels of employees.
- Ability to exercise independent judgment and initiative.
- Ability to organize time and work schedule.
- Valid driver's license with good driving record and access to personal vehicle during work hours.
- History of excellent job attendance.
- Must pass criminal background check and be free from communicable disease.

ESSENTIAL FUNCTIONS:

- Assist in installation of PC hardware and software
- Assist in network and hardware troubleshooting
- Assist in performing preventative maintenance
- Assist Service Engineer (or designee) with current projects
- Configure and set up Desktop or Laptop computers
- Assist in installation of PC hardware and software
- Drop off hardware or software to clients
- Hardware or software inventory
- Assist answering calls coming into the IT Dept. or General line
- Entering tickets in Ticket portal for calls coming into the IT Department
- Assist in updating technical documentation
- Generate reports for management or client
- Support PC hardware components, desktop operating system software, and application software
- Reset passwords or unlocking accounts for users
- Assist in network and hardware troubleshooting
- Increase knowledge of computer skills and technology
- Research part numbers or resolutions for current or ongoing issues

- Data Entry
- Backup for shipping and receiving
- Identify and report system issues to vendors. Monitor and test resolution of those issues sent to vendors.
- Monitor antivirus software and updates and repair computers infected with spyware, adware and/or viruses
- Run errands such as Hardware pickup from clients.

OTHER DUTIES AND FUNCTIONS:

- To serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- To help instill in students the belief in and practice of ethical principles and democratic values.
- Demonstrate the highest level of professionalism, which includes arriving on time, notifying the site supervisor of any deviations from the established schedule, and dressing to the standards of the organization and the work being performed.
- Follow the policies and procedures of the organization. Communicate with the supervisor any issues that may affect your performance of assigned responsibilities or the overall success of the experience.
- Abide by the Conduct Code and act in an ethical manner while representing the company.
- Communicate effectively with the Management any issues or concerns during internship.
- Complete and submit to the faculty supervisor Weekly Time Logs.
- Positive communication and effective listening while interacting with clients.
- Maintains open communication and positive working relationship with staff.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board policies and procedures, building policies and procedures, public relations, and state and federal reporting.

Ability to: Interpret policies and procedures, follow instructions, communicate effectively, maintain files and reports, collect data; schedule; and lift moderate amounts of weight.

Skill in: Basic math, English and communications.

EQUIPMENT OPERATED: Computer, office equipment.

ADDITIONAL WORKING CONDITIONS:

Occasional: Exposure to unruly children/adults, blood, bodily fluids and tissue.

Frequent: Exposure to outdoor weather conditions during gross motor play. Exposure to blood, bodily fluids and tissue, unruly children/adults.

TERMS OF EMPLOYMENT:

Salary and work year as established by the Governing Board. The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment in the District.

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

STARTING DATE: As soon as possible
SALARY: \$11.00 per hour
WORK YEAR: As Needed
DEADLINE: until filled
APPLY TO: Apply by clicking here: [Application](#)

The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Human Resources by the deadline.