

ALTON COMMUNITY UNIT SCHOOL DISTRICT NO. 11

Alton, Illinois

TO: All Educational Support Personnel
FROM: Dr. Sonya Ptah/ Director of Human Resources
DATE: July 7, 2017
SUBJECT: Vacancy

The following position is now bid:

COMPUTER TECHNICIAN

Reports to: Technology Coordinator and Assistant Technology Coordinator

Job Responsibilities include but are not limited to the following:

- Install, configure, maintain, troubleshoot, and analyze hardware including but not limited to:
 - Windows (7 & 10) Laptops
 - Windows (7 & 10) Desktops
 - Chromebooks and Chromeboxes (devices running Google Chrome OS)
 - Apple/Macintosh computers
 - iPad and various other tablet and mobile devices.
 - Printers, Projectors, VOIP Phones, Document Cameras and Peripherals
 - Wireless Access Points (troubleshooting)
 - Network devices (troubleshooting)
- Load, upgrade, and maintain various software application suites on computers.
- Add, remove, and modify staff and student network accounts as necessary (Active Directory)
- User migration and transition from old equipment to new equipment.
- Maintain accurate hardware, software, and A/V equipment inventories for locations assigned.
- Provide quick, efficient, courteous end-user support and answer helpdesk tickets on software and computer hardware, software, and AV equipment.
- Perform other duties and troubleshooting as assigned by Technology Coordinator and Assistant Technology Coordinator.

Other Requirements:

- Current CompTIA A+ certification required.
- Associates degree preferred – comparable education/experience will be considered.
- Must be well organized, team player, self-motivated, and trustworthy to work alone.
- Good interpersonal and written communication skills required.
- Technicians are required to service multiple locations on a daily basis – Personal transportation is required, mileage reimbursed monthly.

Applicants must submit a resume showing compliance with the listed qualifications.

PLEASE NOTE: Interested persons shall apply to the Human Resources Office in writing. All bids must be received no later than 4:00 p.m. Thursday, July 13, 2017.

"An Equal Opportunity/Affirmative Action Employer"

WE DO NOT ACCEPT BIDS VIA EMAIL