

# Meeker School District Re-1

## Job Description

**Title:** Technology Summer/Student Aide  
**Department(s):** Technology and Media  
**Reports to:** Technology Director  
**Work Year:** Part-time/work study



### Job Summary:

The Technology Summer/Student Aide reports directly to the IT Director and aides in supporting all IT related projects. All necessary IT skills and training are provided by the IT director.

### Summary of essential job function:

- Assist the IT Director on yearly maintenance of computer and media equipment.
- Regularly clean all IT equipment- keyboards, mice, monitors, desks, etc.
- Deploy Operating System images to computers.
- Disconnect, move, setup computers and nComputing terminals.
- Assist IT Director with gathering and moving all IT equipment for recycle.
- Assist IT Director with running cable in crawl spaces, false ceilings, roofs, etc., terminate and certify runs.
- Conduct Basic input and output system or flash updates on various devices.
- Install and adjust settings on software applications.
- Collect inventory information- location, item, serial number and input information into a spreadsheet provided by IT Director.
- Perform wrote data entry or modifications.
- Vacuum floors, take out trash, etc as needed in media areas.
- Assist IT Director in listing items on eBay.
- Cable Organization.

### Qualifications and Experience:

- IT skills and aptitude are convenient, but not necessary.
- Ability to work efficiently and diligently, either alone or with others.

### Clearances:

- Criminal Justice Fingerprint/Background Check.

### Physical Demands:

- This job requires being able to safely lift 90 pounds without any physical limitations on a daily basis.
- Able to work long hours at a focused intensity, often during weekends, breaks, nights and holidays.
- Sitting for long periods of time at a computer terminal.

- This job may require you to climb, crawl and traverse.

**Work Environment:**

- The noise level in the work environment is usually moderate.
- Handles and maintains composure during high stress tasks.
- Handles working in tight spaces or in rooms without windows.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as assigned by the Superintendent.