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## **JOB POSTING**

### **Internal/External**

**Position Title:** **Summer I.T. Assets Technician(s)**  
**Reports to:** Director of Technology  
**Terms:** Start Date - June 21, 2023  
**Salary:** \$15.00 per hour  
**Closing Date:** June 14, 2023, or until filled

Reed City Schools is looking for candidates to assist with summer/temporary asset management. The hours and workdays will be subject to change.

#### **Required Qualifications:**

- Must be 18 years old with a valid driver's license
- Good working knowledge of operating systems (Chrome, Microsoft Windows, and Apple OS) and computer hardware components
- Working knowledge of Microsoft Word, Excel, and PowerPoint
- Good analytical skills
- Strong organizational and communication skills
- Must pass a background check.
- Must (occasionally) lift/carry and/or push/pull up to 70 lbs.

#### **Responsibilities:**

- Computer system imaging and sanitation
- Receiving and distributing assets
- Processing retired assets
- Updating asset record information
- Assist with software licensing and media
- Perform additional duties as assigned by the supervisor

**Applicants:** Interested candidates should submit a letter of interest to: [rbreedlove@reedcityschools.org](mailto:rbreedlove@reedcityschools.org).

*Reed City Area Public Schools is an equal opportunity employer and does not discriminate based on race, color, national origin, creed, age, religion, sex, height, weight, marital status, or disabling conditions in employment. No person shall be denied employment solely because of any disability that is unrelated to the individual's ability to do the essential functions and duties of the job without accommodations. Under state law, a person with a disabling condition may not allege a failure to accommodate a disability condition unless the employer knew or reasonably should have known that an accommodation was needed.*