



**IT Assistant
Job Posting
UPDATED**

The School District of Shiocton is seeking a part-time assistant to the Director of Technology to begin on or about November 15, 2017. Hours range 15 - 20 per week through the school year and up to 40 hours per week July through September.

The preferred candidate will demonstrate knowledge of and experience troubleshooting, repairing, and using Chromebooks, as well as interactive technology and related software. Such includes projectors, video conferencing technology, and SMART technologies, as well as SMART Notebook and Google applications. Additionally, the preferred candidate will demonstrate an ability to install, repair, and verify hardware and software.

Additionally skills preferred include attention to detail, ability to organize and prioritize, and efficient use of databases, as well as an ability to systematically track jobs through various phases from trouble report to completion.

An ability to effectively communicate and work collaboratively with adults and students is required. Formal education (associate or bachelor degree) in a computer related field is desired but not required if candidate possesses qualified experiences and competency can be demonstrated.

Interested applicants should submit cover letter and resume (including three telephone references), along with three letters of reference to the attention of Ms. Sadie O'Brien, Director of IT, Shiocton School District, N5650 Broad Street, Shiocton, WI 54170. Application deadline is Wednesday, November 8, 2017.