

# DataServ

Newark City Schools – 621 Mount Vernon Road, Newark, Ohio 43055.

Resumes can be sent to [cmorris@dataservtech.com](mailto:cmorris@dataservtech.com)

## JOB DESCRIPTION

### Student Technology Assistant - Summer

**Position Objective:**

To help support the Technology Department in completing summer work projects and device setup and maintenance. Includes moving and cleaning devices, deploying applications, imaging devices, repairing devices, setting up devices in classrooms, inventory record keeping, and other duties as assigned to help prepare the district for the new school year.

**Examples of Duties:**

***Potential duties performed by the Student Technology Assistant:***

- Move equipment to allow for summer cleaning
- Imaging Windows classroom devices
- Refreshing student Chrome devices
- Installing equipment in appropriate classrooms for fall
- Maintain hardware and software inventories
- Assist with physical device preparation including, cleaning, bagging, tagging, etc.
- Utilize the trouble ticket system for recording issues
- Repairing broken equipment
- Inventorying spare technology assets
- Assist in setting up IT equipment for employee use, performing or ensuring proper installation of PCs, cables, operating systems, and associated software
- Assist in observing system functioning to verify correct operations and detect errors
- Work with others to complete work, hit milestones or targets, and resolve conflicts
- Enforce IT policies and systems to support the current and future school environment
- Work with physical access control security system, create/edit/enable/disable cardholder fob with appropriate access per guidelines
- Assist in inspecting the use of network and user device equipment and software to ensure functionality and efficiency
- Assist in Help Desk task resolution in support of user community based on a priority/triage system.
- Assist in developing any missing documentation of systems and network functionality.
- Assist with computer inventories and documentation
- Assist with computer software updates
- Assist with Google form data analysis
- Performs other duties as assigned.

**Qualifications:** *Characteristics important for the successful Student Assistant:*

- Basic knowledge of computer hardware including Windows and Chrome OS devices
- Reliable and Dependable
- Able to perform assigned tasks with limited supervision
- Ability to communicate effectively (both written and oral)
- Demonstrates age appropriate professionalism
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, non-verbal, writing and listening skills.
- Attention to detail. Completes paperwork accurately. Verifies and correctly enters data.
- Maintains a professional level of customer service with staff, other students and community (if required.)
- Accurate and prompt completion of time sheet

**Working Conditions:** *Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable:*

- Duties will require moderate lifting, carrying and moving equipment, peripherals and supplies up to 50lbs.
- Duties will require bending, crouching, kneeling, reaching, and standing.
- Duties may require using a ladder
- Duties will require prolonged use of a computer keyboard and monitor.
- Duties may require operating power-driven equipment (e.g. screwdrivers, drills, etc.).
- Potential exposure to air-borne particles, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Duties may require wearing protective clothing and using safety equipment.
- Potential for exposure to bloodborne pathogens and communicable diseases.
- Potential for interactions with disruptive and/or unruly individuals.

**Performance Evaluation:** Job performance is evaluated according to the policy provisions.

**Acknowledgement**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

**I have read and agree that the contents of this job description accurately reflect what is expected of me in this intern position.**

**Intern's Signature Date**  
**Intern's Printed Name**

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