

**RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL DISTRICT
JOB DESCRIPTION MANUAL**

BUILDING SERVICES PERSONNEL

TECHNOLOGY ASSISTANT

QUALIFICATIONS:

- Tech-Savvy Student - willing and able to perform job responsibilities
- Must be at least 16 years of age at the time of employment
- Must be a current High School student at the junior or senior level
- Must have a GPA equivalent to a “C” average or higher

REPORTS TO: Supervisor of Instructional Technology

PRIMARY FUNCTION: Technology Maintenance Activities

SPECIFIC RESPONSIBILITIES:

- Perform minor repairs to equipment and arrange for other servicing needs
- Chromebook unboxing, enrolling and racking/distributing
- Clean equipment - projectors, network switches, servers, office equipment
- Computer Imaging
- AVA event setups and breakdowns
- Data records- inventory / documentation
- Perform data entry into a computer terminal from source documents
- Assist with troubleshooting issues and provide technical support
- Perform other duties/projects as assigned.

TERMS OF EMPLOYMENT: Summer work hours are required.

APPROVED: May 18, 2021