



## Job Description

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### Position Title: Technology Assistant

#### Purpose of Position

The Technology Assistant assists the Technology Manager with software and hardware updates and inventory helping the school's devices stay manageable, functioning, and efficient.

#### Position:

- Part-time, 20-25 hours per week
- Seasonal- Summer
- Hourly, At-will employee

**Reports To:** Technology Manager

**Evaluated By:** Technology Manager

**Direct Reports:** None

#### Qualifications:

- Minimum age 16.
- Ability to lift 30 lbs.
- Demonstrates competence in content knowledge appropriate to the position including Apple and Windows based products and software.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith. Active member/regular attendee of Bible believing church and committed to growth in their personal relationship with Jesus Christ.

#### Professional Profile:

- Demonstrated commitment to the mission of DMCS: *Equipping minds and nurturing hearts to impact the world for Christ.*
- Characterized with integrity and maintains confidentiality
- Utilizes critical thinking and problem solving skills.

#### Responsibilities:

- Updates and verifies inventory records.
- Prepares old equipment for disposal or resale.
- Assists with image and install new hardware.
- Assists with the collection of student devices and reassigning devices.
- Cleans projectors.
- Performs other duties as assigned.

Revision Date: 05/2020