



Job Description

Position Title: Technology Office Assistant

Purpose of Position

The Technology Office Assistant fulfills the mission of Des Moines Christian School by supporting and enabling staff to do their jobs effectively. This position supports the IT department with software and hardware updates and improved documentation, helping the school's technologies stay manageable, functioning, and efficient.

Position:

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

Reports To: Technology Manager

Evaluated By: Technology Manager

Direct Reports: None

Qualifications:

- High School diploma or equivalent, preferred.
- Valid Iowa Driver's License.
- Clear or acceptable driving record as defined by school insurance agency.
- Ability to lift 30 lbs.
- Born-again Christian.
- 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 a Biblical Worldview.

Professional Profile:

- Committed to the mission of DMCS.
- Knowledgeable of computer software.
- Knowledgeable of Office software.
- Able to work independently.
- Able to prioritize and monitor tasks.
- Demonstrates competence in content knowledge appropriate to the position including Apple and Windows based products and software.
- Ability to work with diverse groups, including teachers, students, administrators, and parents.
- Maintains confidentiality.

Responsibilities:

- Update and verify inventory records.
- Prepare old equipment for disposal or resale.
- Help image and install new hardware.
- Help collect student devices and reassign devices.
- Clean projectors.
- Performs other duties as assigned.

Date: _____

Signatures: _____

Technology Office Assistant

Technology Manager

Revision Date: 06/2017