

# POSTING

September 21, 2018

## IT SUPPORT SPECIALIST

The Carbondale Area School District is seeking applicants for an IT Support Specialist. The IT Support Specialist will report directly to The Director of Technology.

### **Education/Certification:**

A minimum of an Associate's Degree with specialization in a technical program.

### **The duties of the IT Support Specialist include but are not limited to:**

- Installing & maintaining hardware systems
  - repair and replace projectors & projector bulbs
  - repair copy machines and printers. replace copy machine and printer supplies (toner/staples)
  - mounting interactive whiteboards, projectors, tv's, and misc. items
  - audio/video cable replacement & management
  - repair and replace computer system hardware
- Installing & maintaining software systems
  - install software
  - basic software support
- Installing & maintaining network systems.
  - basic understanding of a computer network
  - running data, phone, speaker, and CCTV cabling, wall jack and patch panel termination and labeling.
- Helpdesk Technical Support
  - communicate with staff to solve technical issues
  - reset user network service accounts
- Any other tasks assigned by The Carbondale Area School District Administration

### **Job Skill Requirements**

- Great people skills
- Able to solve problems in a timely manner.
- Able to lift heavy object of 100 pounds or more. (Ex. Interactive Whiteboards)
- Able to operate power tools (Ex. Electric Drill)
- Basic electrical knowledge is preferred

Applicants must submit a letter of intent, resume, and all required clearances to Mr. Robert Mehalick, Superintendent of Schools, Carbondale Area School District, 101 Brooklyn Street, Carbondale, PA 18407.

**DEADLINE FOR SUBMISSION IS OCTOBER 5, 2018**