

JOB DESCRIPTION

JOB TITLE: Internet Technician

Report Identification Code: edmint

Job Purpose Statement: The job of "Internet Technician" is done for the purpose of establishing, maintaining and enhancing Internet use and applications for instruction; supporting staff and students through training, technical support and system development; and diagnosing malfunctions and making necessary adjustments.

Essential Job Functions:

- * **Assists** the Network System Administrator for the purpose of maximizing the use of staff and for effective and efficient exchange of electronic educational information.
- * **Installs** Internet/network client software for the purpose of ensuring functionality and security.
- * **Maintains** records for the purpose of supporting Internet/network and use decisions.
- * **Supports** Internet/Network users for the purpose of maximizing the efficient use of the Internet/Network as an educational tool.
- * **Supports** PC users for the purpose of maximizing use of PC resources.

Other Job Functions:

- * **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- * **Attends** meetings and/or trainings as requested and/or needed for the purpose of gathering and/or conveying information required to perform job functions.

Job Requirements - Qualifications:

- * **Experience Required:** Job-related experience with increasing levels of responsibility
- * **Skills, Knowledge and/or Abilities Required:**

Skills to: install and operate Internet/network system hardware and software applications; administer appropriate assessment instruments and techniques involving the network system; work in Windows, DOS and Mac platforms; instruct staff in the proper use of all Internet/network systems; use English in both written and verbal form to communicate effectively with staff, students and the public; perform algebra and geometry; apply principles of logical thinking to define problems, collect data, establish facts, and/or draw conclusions and/or interpret an extensive variety of technical instructions; and operate standard office equipment.

Knowledge of: methods, procedures, materials and techniques used to install and maintain Internet/network systems; and pertinent codes, policies, regulations and laws relating to use of the Internet.

Abilities to: perform skilled tasks using electronic equipment and diagnostic software; understand and carry out oral and written instructions; interact with persons of different age groups and cultural/educational backgrounds; adhere to safe work practices; adjust to flexible work assignments; work under time constraints; meet deadlines and schedules;

work accurately, with attention to detail and with minimal supervision; and work cooperatively with others.

Significant physical abilities include reaching/handling/fingering, talking/hearing conversations and other sounds, near visual acuity/visual accommodation/depth perception.

- * **Education Required:** High school diploma or equivalent with supplementary training in computer hardware and software applications, and basic computer troubleshooting
- * **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance; valid driver's license and evidence of insurability