

## ***Secondary Media Clerk – Eastview High School***

### **QUALIFICATIONS**

1. High school diploma.
2. Experience with web based information technology data bases including Destiny Media Center program.
3. Background in research practices related to assisting students with curricular assignments.
4. Technology troubleshooting skills as it relates to Microsoft Office and other technology applications.
5. Experience with Microsoft Office (Access, Excel, Word, PowerPoint, Desktop & Web Publishing).
6. Outstanding interpersonal skills in working with people.
7. Enthusiasm, initiative, flexibility and sensitivity.
8. Ability to work as a member of a high functioning collaborative team.
9. Strong character and work ethic.
10. Problem solving skills.
11. Strong organizational skills, including management and scheduling of the technology labs.
12. Commitment to high performance and continuous improvement.