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| Title:      | Computer Technician Intern-Part-time |
| Reports To: | Executive Director of Technology     |
| Department: | Technology                           |
| Status:     | Non-Exempt                           |
| Terms:      | 24 hours per week                    |
| Pay Grade:  | \$10/hr                              |

### Primary Purpose:

The PC Technician Intern will work a maximum 24 hour week to perform PC support with the supervision of district computer technicians. This position will support district staff over the phone and in person. Will respond to work order requests by diagnosing and repairing computer hardware. Must be able to sit or stand for extended periods of time.

### Qualifications:

#### Education/Certification:

High school diploma or GED required  
Clear and valid driver's license required

\*\*\*Must be a student enrolled in one of the following San Jacinto College programs or be a recent graduate without work experience in the field\*\*\*

Computer Information Technology: Desktop Support and Microsoft Network Administration  
Computer Information Technology: Information Technology Cyber Security Specialty  
Computer Information Technology: Network Administration Cisco Specialty

#### Special Knowledge/Skills:

Knowledge of computer workstation setup (*Windows 10, Chrome OS*)  
Knowledge of computer hardware and software applications

### Major Responsibilities and Duties:

#### Technical Support

1. Install, configure, maintain, and upgrade computers and peripherals, Chrome devices, network cabling, and network peripherals throughout the district. Relocate computer hardware, peripherals, and equipment as needed.
2. Provide technical assistance to users of computers, Chrome devices, iOS devices.
3. Install and configure application and operating system software and upgrades.
4. Assist with the organization and distribution of technology-based material for classroom use.

#### Equipment Repair and Maintenance

5. Diagnose and repair network connectivity and hardware issues, including printers, phones, and personal computers.



6. Remove old equipment and perform data migration to new machines.
7. Service equipment according to established preventive maintenance schedule. Maintain accurate updated records of preventive maintenance.

#### **Inventory**

8. Maintain accurate inventory of hardware, software, and other equipment and material at assigned site(s).
9. Identify, request, and control the inventory of repair parts.

#### **Other**

10. Compile, maintain, and file all physical and computerized reports, records, and other documents.
11. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
12. Comply with all district and campus routines and regulations.
13. Follow district safety protocols and emergency procedures.

#### **Supervisory Responsibilities:**

None

#### **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Hand tools and test instruments for electronic repairs and cable installations; personal computers and peripherals; small truck or van

**Posture:** Prolonged sitting and standing; regular kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motion; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching; may climb ladders

**Lifting:** Moderate lifting and carrying (up to 44 pounds); occasional heavy lifting (45 pounds and over)

**Environment:** Exposure to electrical hazards; occasional prolonged and irregular hours; frequent districtwide travel; May be required to be on-call 24 hours a day.

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Signature

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Printed Name

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Date