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|  | **JOB TITLE** | STUDENT TECHNOLOGY ASSISTANT |
| **REPORTS TO** | CHIEF INFORMATION OFFICER |
| **SALARY SCHEDULE/GRADE** | TECHNOLOGY SERVICES |
| **CONTRACTED DAYS AND/OR HOURS** | AS NEEDED |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 7788 |
| **POSITION CLASSIFICATION** | STUDENT |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Must be a student in Nelson County School District. |
| Must be 16 years old or older.  |
| Must have a valid Kentucky driver’s license. |

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| **POSITION SUMMARY** |
| Complete help desk tickets across the District as assigned by the Help Desk Coordinator. |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities. Evaluated based on the efficacy of aligned actions.  |

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| **PERFORMANCE RESPONSIBILITIES** |
| Troubleshooting network connectivity issues. |
| Run AV and network cables. |
| Participate in the diagnosis, maintenance, and repair of District technology devices and equipment. |
| Punctual and reliable attendance. |
| Perform related duties as assigned by Chief Information Officer and/or Superintendent. |

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| **KNOWLEDGE AND ABILITIES** |
| Works well with others in a team environment. |
| Strong problem solving skills. |
| Self Motivated. |
| Ability to prioritize help desk tickets. |
| Strong communication and organization skills. |
| Read, interpret and apply detailed and technical written and oral instructions. |

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| **PHYSICAL DEMANDS** |
| Work is performed while standing, sitting and/or walking.  |
| Requires bending, squatting, crawling, climbing, and, reaching.  |
| Must have an adequate range of motion in the upper extremities.  |
| Persons performing service in this position classification will exert 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.  |
| Requires the ability to communicate effectively using speech, vision and hearing.  |