

Job Title: Student Technician

Work Days: M-F

Reports to: Emerging Technology Coordinator

Pay Grade: CWE

Department: Technology

Terms: At-Will

Primary Purpose:

Work cooperatively Campus/District Technicians and IT Technicians to clean, maintain, relocate, and repair district technology equipment. Service and installation of data network cabling, commercial structured wiring, systems controls, electronics, and sound systems. Invest time to learn a trade that may lead to an opportunity to take on added responsibility.

Qualifications:

Education/Certification

Full-time Lubbock-Cooper High School student, 11th or 12th grade preferred
Clear and valid Texas driver's license, insurable with insurance carrier, and a good driving record preferred

Knowledge/Skills

Dependable, responsible, and trustworthy
Exceptional communication and interpersonal skills
Strong problem-solving and organizational skills with a solutions-oriented mindset
Ability and willingness to diagnose, research, test, and resolve technical or technology-related problems
Ability and willingness to install and maintain network cables and hardware including wireless access points
Ability to adapt, integrate, and modify existing programs or vendor-supplied packaged programs for use with existing information systems as needed
Ability to use programming procedures and techniques in the implementation of computer programs
Ability to lift and carry up to 40 pounds, stoop, kneel, crouch, walk, twist, bend, climb, drive and/or be mobile
Broad knowledge of computer hardware, software applications, various operating systems, and networks preferred

Major Responsibilities and Duties:

1. Report to work on time daily and follow District attendance policies (With prior approval from supervisor, report all absences to the supervisor.)
2. Report to meetings on time.
3. Exhibit and promote positive, professional attitude, attire, and communication at all times.
4. Work cooperatively with end-users to detect and resolve hardware and software problems.
5. Follow protocol for installation and service of network cabling.
6. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
7. Other duties as assigned by the supervisor or the Director of Technology.

Mental Demands/Physical Demands/Environmental Factors:

Equipment Used: Hand tools, ladders/step stools, and test instruments for repairs and cable installations

Phone, computer, printer, projector, fax machine, and other computer and audio/visual peripherals

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 40 pounds); occasional heavy lifting (41 pounds and over)

Environment: Exposure to electrical hazards; occasional prolonged and irregular hours

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

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____