

**CANUTILLO INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

DRAFT

Job Title: Student Intern – I.T. Systems Tech

Wage/Hour Status: Non-Exempt

Reports to: I.T Systems Technicians

Pay Grade: \$7.25/hour contingent on
availability of funds

Dept/School: Information Technology

Date Revised:

Primary Purpose

Under direct supervision provides assistance in conducting computer, printer and network repairs .

Qualifications

Education/Certification

- Must be a student with a Junior Status
- Must be able to comply to Career Preparation guidelines
- Basic computer knowledge

Must fulfill District employment requirements:

- Valid driver's license
- Background check

Experience

- Student with at least a Junior status and some knowledge of computer hardware and software in order to troubleshoot any given problems
- Proficient in troubleshooting related problems and finding a solution
- Proficient oral and written communication skills in English
- Willing to learn and work hard
- Must be able to work a flexible schedule of 15 hours per week during the school year.

Major Responsibilities and Duties

1. Assists in diagnosis and repair of computers, printers and network problems.
2. Assists in installing/upgrading/flashing software on computers as needed.
3. Assists in the completion of work orders for completed jobs in a timely manner.
4. Assists in hardware upgrades and set up of computers and electronic devices.
5. Performs related work assigned by the I.T. Systems Technicians.

The Canutillo Independent School District does not discriminate on the basis of race, color, national origin, gender, age or disability in its employment practices, or in providing education services, activities and programs, including technical education programs. For more information regarding the Canutillo Independent School District's policy of non-discrimination contact: Executive Director for Human Resources, (915) 877-7423, 7965 Aircraft Rd., El Paso, TX 79932.

El Distrito Escolar Independiente de Canutillo no discrimina en cuanto a raza, color, origen, género, edad o discapacidad en lo que se refiere a sus prácticas de empleo, o al proveer servicios, actividades y programas educativos y vocacionales. Para mayor información respecto a la política de no discriminación del Distrito Escolar Independiente de Canutillo, favor de contactar a: Director Ejecutivo de Recursos Humanos, (915) 877-7423, 7965 Aircraft Rd., El Paso, TX 79932.

Working Conditions

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress and work with frequent interruptions; prolonged use of the computer and repetitive hand motions; stooping, bending and kneeling; and moderate lifting and carrying.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

I HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION. I ALSO UNDERSTAND THAT MY PERFORMANCE EVALUATION WILL BE BASED ON THESE DUTIES AND RESPONSIBILITIES.

Student Intern Signature

Date

Student Intern Printed Name

Reviewed by

Date

Approved by

Date

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