



NEWLOTHROP AREA PUBLIC SCHOOLS

-INTERNAL/EXTERNAL POSTING-

Technology Support Specialist

April 30, 2024

Position Detail

- One position available
- 16-24 hours per week
- Applicant must have a flexible schedule, as times of need are spread throughout the work day and week.

Qualifications/Requirements

- Focus on maintaining quality customer service to end users which includes responding to work requests in a kind, courteous, and professional manner.
- Install, troubleshoot, and maintain NLAPS computers, Chromebooks, printers, and peripherals.
- Provide advanced operating system and application support for end users on common software platforms that are used at NLAPS (i.e. Microsoft Windows, Microsoft Office 365, Google, etc.)
- Support Instructional technology and multimedia equipment including Interactive Whiteboards, document cameras, and data projectors.
- Track and inventory technical assets.
- At least one year of experience in IT support or related field.
- Basic knowledge of the following areas:
 - Computer Hardware
 - Operating Systems (Windows, Chrome)
 - Printers
 - Basic networking technologies and concepts
 - Common applications (i.e. Microsoft Office products, Google)
 - Security-related technologies (antivirus, antispware, etc.)

Interested and qualified applicants should forward a letter of interest and resume via email to:

Mrs. Kelly Green, Executive Assistant

kgreen@newlothrop.k12.mi.us

Deadline to apply: May 14, 2024 or until filled

The New Lothrop Area Public School District has a policy that no person shall on the basis of age, sex, race, color, national origin, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination, in employment or any of its programs or activities.