

NOTICE OF INTENT TO EMPLOY

- POSITION:** PERSONAL COMPUTER TECHNICIAN
- QUALIFICATIONS:**
1. Possession of a high school diploma or its equivalent required. An Associates degree or better in computer science or a related field is preferred.
 2. Evidence of successful experience in the installation and maintenance of personal computer systems on multiple platforms.
 3. Experience installing, testing, and using a variety of application software preferred.
 4. Possession of competency authorizations/certifications preferred.
- REPORTS TO:** Network Systems Manager and Director of Technology
- ESSENTIAL FUNCTIONS:**
1. Installs and troubleshoots communications and assistive technology hardware and software, application software, cables and connectors.
 2. Performs preventive PC maintenance, including hardware diagnostics, cleaning PCs and peripherals, and running virus checks.
 3. Performs general PC support functions and troubleshoots personal computers.
 4. Works closely with building level staff and maintains records of work performed.
- STARTING DATE:** Approximately January 2010
- TERMS:** This is a part-time, fifty-two week per year position with pro-rated benefits.
- WAGE:** The hourly hiring range for this position is from \$13.11 to \$15.74 per hour.
- APPLY TO:** Please e-mail or mail letter of interest and current resume to recruiting@muskegonisd.org or
Stacey Tipler
Program Director – Human Resources
Muskegon Area Intermediate School District
630 Harvey Street
Muskegon, MI 49442
- CLOSING DATE:** November 18, 2009
- POSTED:** October 31, 2009

Susan W. Meston, Superintendent

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