

TECHNOLOGY OFFICE ASSISTANT

JOB SUMMARY: The Technology Office Assistant is responsible for assisting the Technology Director in the successful implementation and management of technology at Sacred Heart School, including inventory, purchasing, record keeping, and other tasks related to the quality of classroom instruction and administrative office technology.

RESPONSIBILITIES:

Clerical

- Complete routine office clerical work
- Handle and prepare correspondence, forms, etc.
- Respond to requests for information within areas of assigned responsibility
- Maintain accurate records of general technology related information
- Demonstrate a positive, helpful attitude toward the public and fellow employees
- Exhibits good communication skills
- Adheres to office policy regarding arrival/departure from work, breaks, dress and demeanor
- Demonstrates and maintains a high level of ethical behavior and confidentiality of information related to Sacred Heart School

Finance/Inventory

- Assist Technology Director in developing, maintaining, and revising Technology Budget
- Complete the requisition process for equipment and/or supplies purchased by the technology department
- Maintain bookkeeping records for technology department purchases
- Confirm receipt of purchases, label items, update inventory database, and distribute to end users
- Serve as the Inventory Clerk (maintaining inventory transmittals, inventory database, and reporting)
- Assist Technology Director in the ERATE process

Technical

- Assist Technology Director in maintaining and updating Acceptable Use Policies for Faculty, Staff, & Students
- Follows established order of authority regarding requests for assistance
- Assist Technology Director in creating, documenting, and maintaining user accounts and organizational units for students and staff in Active Directory, Google Admin Console, FACTS SIS (Renweb), Various Online Databases
- Performs any other appropriate duties assigned by the Technology Director

MINIMUM QUALIFICATIONS

- High School Diploma
- Ability to communicate clearly and concisely, both orally and in writing
- Possess basic knowledge of computer hardware and software terminology and concepts
- Demonstrate basic computer skills in Microsoft Office, (Word, Excel, PowerPoint) and/or Google Apps (Docs, Sheets, Slides)
- Physical ability to lift and carry objects up to 35 pounds