

Thomas C. Clark High School
Student Technology Assistant on Campus (STAC) Job Announcement
Part-Time, Temporary (September 2002 – June 2003)

Job Description:

The mission of the Student Technology Assistants on Campus (STAC) is to provide much needed support for the Thomas C. Clark Campus Instructional Technologist. The STAC will perform necessary technology-related services for the campus and its staff. Under the supervision of the Campus Instructional Technologist and the Cooperative Education (COOP) Teacher, the services performed by the STAC may include:

- Assist teachers and staff with software skills
- Assist the CIT and/or Site Trainer with staff development classes
- Assist teachers with technology-related instructional/classroom materials (Internet research, PowerPoint slideshows, Web pages)
- Clerical services related to technology work orders, purchase orders, sign-in sheets, inventory, etc.
- Copying/Downloading of handouts and other training materials
- Diskette and CD duplication (Licensed only)
- Assist the CIT with community and parental outreach projects (newsletters, Technology Night, etc.)
- EXTERNAL cleaning and maintenance of hardware
- EXTERNAL troubleshooting of hardware
- Other duties as assigned by the CIT

Qualifications:

- Software Experience: Windows 95/98, Word, Excel, PowerPoint, Access, Netscape Communicator, Inspiration
- Hardware Experience: Macintosh and Windows/Intel PCs, inkjet and laser printers, scanners, digital cameras, Zip drives, CD-RW
- Interpersonal communication skills, listening and reflecting back user concerns
- Service oriented
- Trustworthy, reliable, self-directed
- Show initiative and good judgment
- Willingness to learn and take direction
- Sophomore or junior, preferred

Hours:

- Monday through Friday; schedule to be set by the Campus Instructional Technologist, to total 20-25 hours per week

Pay and Benefits:

- Compensation at \$6.15 per hour
- Opportunities for personal growth while working with the latest technologies
- Improvement of interpersonal communication skills with adults
- Meaningful and relevant job experience for the future
- Rewarding part-time position that fosters responsibility and self-esteem

Students interested in this position should pick up an *Application Packet* in the Guidance Office. The completed Application Packet is due back to your high school's Campus Instructional Technologist, **Mrs. Mary Ann Ratliff, by August 30, 2002.**