

Vacancy Profile

North Warren Central School
6110 State Route 8
Chestertown, NY 12817
518-494-3015

School District:	North Warren Central School District
Position (Title):	Computer Help Desk Aide (10 month position)
Requirements:	<p>Must meet Civil Service Requirements:</p> <ul style="list-style-type: none">• Graduation from high school or possession of a high school equivalency diploma; and• Fifteen credit hours of college level IT coursework; or• Six months of paid work experience in a Computer Help Desk role; or• Or an equivalent combination of experience as outlined above
Typical Work Activities:	<ul style="list-style-type: none">• Operates a help desk and assists and supports end users with diagnosing and resolving problems with computer hardware, software, network or peripheral equipment• Assists in setting up and supporting end uses with hardware, software, and peripheral equipment• Operates and maintains duplicating/copying/printing equipment; maintains and orders consumable supplies for printing and copying.• Creates and maintains a log of help desk calls and actions take; maintains hardware and software inventory• Other duties as described in job description or as assigned by Supervisor
Rate of Pay:	Per CSEA Contract
Application Procedures:	Provide a letter of interest and current resume. Send application materials to jobs@northwarrencsd.org
Application Deadline:	June 24, 2020
Position Effective:	August 2020