



February 21, 2019

External Posting

IT Intern

Clinton Community School District is seeking a part-time IT intern. This paid internship offers a flexible schedule, averaging 20 hours per week. Additional project hours may be available. Qualified candidates will have a basic understanding of both Windows and Mac OSX operating systems as well as Apple iOS, Android, Google Apps for Education, and Microsoft Office.

Essential Duties:

1. Ability to install, configure, and troubleshoot PCs and software.
2. Hands-on hardware troubleshooting experience.
3. Understanding of peripheral devices such as printers, scanners, and other accessories.
4. Ability to utilize Google or other websites to research answers for staff members.
5. Willingness to learn.

Responsibilities:

1. Effective interpersonal skills for interaction with staff and students.
2. Ability to adapt to ongoing changes in processes, priorities, tasks, and workload.
3. Must possess good problem solving and decision-making skills.
4. Ability to organize your workload and ask questions when necessary.
5. Effective communication skills (oral and written).
6. Customer-service focused with professional, calm, and courteous presence.
7. Valid driver's license and transportation. (Movement between buildings is required).

Qualified candidates will have a basic understanding of both Windows and Mac OSX operating systems as well as Apple iOS, Android, Google Apps for Education, and Microsoft Office.

Applicants must complete the support staff application available on the district website or in person at the District Office, 112 W. Milwaukee Road, Clinton, WI. This position will remain open until filled.

The Clinton Community School District Board of Education does not discriminate on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service, (as defined in 111.32, Wis. Stats.), national origin, ancestry, arrest record, conviction record, use or nonuse of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices.

DISTRICT OFFICE

112 Milwaukee Road
P.O. Box 566
Clinton, WI 53525
608.676.5482

ELEMENTARY SCHOOL

301 East Street
P.O. Box 70
Clinton, WI 53525
608.676.2211

MIDDLE SCHOOL

115 Milwaukee Road
P.O. Box 559
Clinton, WI 53525
608.676.2275

HIGH SCHOOL

112 Milwaukee Road
P.O. Box 566
Clinton, WI 53525
608.676.2223