

JOB TITLE: Technology Support Specialist

REPORTS TO: Project GRAD Kenai Peninsula (PGKP) Executive Director

LOCATION: Homer

SALARY: DOE

OF DAYS: .50 FTT

JOB DESCRIPTION: Requirements for this position include a combination of education and experience to provide technical assistance to Project GRAD Kenai Peninsula (PGKP) staff members to maximize efficiency in their services and programming. Experience with and understanding of PC and MAC operating systems, software and hardware, social media, apps, troubleshooting strategies, and technical problem-solving for both internal and district interface. Knowledge of diverse platforms for remote learning and communication. Ability to apply logic and reasoning to identify solutions and approaches for technical efficiency. Knowledge of website upkeep and design. Effective communication is a must.

QUALIFICATIONS

- **Equipment Maintenance** Perform routine maintenance on PGKP equipment and determine when and what kind of maintenance is needed.
- **Equipment Selection** Determine the kind of tools and equipment needed to do a job.
- **Installation** Install PGKP equipment, machines, wiring, or programs to meet specifications.
- **Operations Analysis** Analyze needs and product requirements.
- **Quality Control Analysis** Conduct tests and inspections of products, services, or processes to evaluate quality or performance.
- **Repair** PGKP machines or systems using the needed tools.
- **Technology Design** Generate or adapt equipment and technology to serve user needs.
- **Troubleshooting** Determine causes of operating errors and deciding what to do about it.

Starting salary depends on experience. Requires travel, some evening and community based scheduling. Position ends on May 31st of each year. Hiring agreement may be renewed August 1st while grant funding allows.



KENAI PENINSULA

ProjectGRADKenai.org

Project GRAD Kenai Peninsula
Jane Beck, Executive Director
PO Box 1725
Homer, AK 99603
(907) 235-1062

Application Process:

Submit resume, three professional references, and cover letter describing related work experience and qualifications for the position. Position is open until filled.

Applications accepted via email to jbeck@kpbsd.k12.ak.us **or** mail to:

Project GRAD Kenai
PO Box 1725
Homer, AK 99603