

**Position Title:** Assistant Technology Coordinator  
**Position Type:** Full-time  
**Location:** Williston Public School District #1, Williston, ND

**Salary:** Depending upon experience

**Closing Date:** When filled

**Reports to:** Technology Coordinator

**Responsibilities:**

- Install, update, and maintain hardware configurations
- Install, update, and maintain software
- Install, update, and maintain network
- Assist Technology Coordinator in maintaining network integrity, including metering and security
- Preview and evaluate new software and hardware, develop specifications for given applications, and match software to classroom applications and needs
- Assist the Technology Coordinator in developing grants, maintaining inventory of all equipment and software, and participating in district technology committee
- Transfers equipment in and between buildings
- Recommend changes in programs, routines, and quality control standards to improve computer operating efficiency
- Provide support for PowerSchool, data warehouse, and website. Manage data transfer into data warehouse from various data sources

**Requirements**

- Bachelor's degree in related field from a four year college or university  
- or -  
At least three years related experience and/or training
- Experience installing/maintaining/troubleshooting LAN/WAN
- Experience installing/maintaining/troubleshooting Servers
- Experience installing/maintaining/troubleshooting PC workstations
- Strong troubleshooting skills
- Strong documentation skills
- Strong oral, written and communication skills
- Demonstrated ability to work independently
- Demonstrated ability to work well with teams
- Ability to lift and/or move up to 50 pounds

**To Apply:**

Send a completed application for employment and current resume with at least three professional references and a cover letter to:  
Williston Public School District #1, Attn: Michael Gerszewski, PO Box 1407, Williston, ND 58802.  
They can also be emailed to: [michael.gerszewski@sendit.nodak.edu](mailto:michael.gerszewski@sendit.nodak.edu)  
NOTE: Incomplete applications will not be considered. Veteran's claiming preference must submit all proof of eligibility by the screening date.