

SECTION I: GENERAL INFORMATION

Position Title: Student Technology Intern	Department: Technology
Reports to: Director of Technology	FLSA Status:
Classification: Hourly	Bargaining/ Work Unit: At Will/Hourly
Position Last Updated: 06/01/21	Next Position Description Update:

SECTION II: JOB SUMMARY

The summer technology student intern position is an entry level technology position designed to assist in specific areas of work that are most pressing between academic years. The student interns will work under the guidance of the technology team and will complete various duties as assigned with technology hardware and hardware systems. Work will include inventory management, device cleaning and repair, and classroom setup.

SECTION III: DUTIES AND RESPONSIBILITIES

Duty/ Responsibility Number:	1	Statement of Duty/ Responsibility: Inventory repair and management.
Percent of Time:	75%	

Tasks involved in fulfilling above duty/ responsibility:

- Counting Chromebooks
- Organizing Chromebook collections
- Cleaning Chromebooks
- Carting Chromebooks for classroom use

Duty/ Responsibility Number:	2	Statement of Duty/ Responsibility: Repairing Chromebooks
Percent of Time:	15%	

Tasks involved in fulfilling above duty/ responsibility:

- Basic device repair and maintenance work including screen replacements and keyboard repairs.

Duty/ Responsibility Number:	3	Statement of Duty/ Responsibility: Other duties as assigned
Percent of Time:	10%	

Tasks involved in fulfilling above duty/ responsibility:

- TBD

SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Basic Chromebook hardware knowledge

Skills:

- Organizational and problem solving skills
- Self-starter. Able to make decisions that benefit the team and work by improving or streamlining systems

Abilities:

- Must be able to carry up to 25 lbs.
- Must be able to handle finite gross motor tasks such as operating a small screwdriver, and threading power cords into device carts. (Accommodations will be provided as needed).

SECTION V: EDUCATION/ CERTIFICATION REQUIREMENTS

- Must be a current student or current academic year graduate of Richfield High School or Richfield College Experience Program.

SECTION VI: EXPERIENCE REQUIREMENTS

- NA

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- NA