

HAMILTON COUNTY
COMMUNITY UNIT DISTRICT NO. 10
P.O. Box 369
117 North Washington
McLeansboro, Illinois 62859
(618) 643-2328

VACANCY NOTICE

POSITION: Summer Hourly Computer Tech Support Employee

QUALIFICATIONS: General working knowledge of Microsoft Windows & Chrome OS
Ability to understand and follow directions
Effective written and verbal communication
Ability to work independently
Problem-solving, creativity, ability to learn quickly
Detail-oriented, organized and able to prioritize and multitask

JOB DUTIES: Clean District technology devices, including Chromebooks, computers, projectors, etc.
Inventory District technology devices
Perform basic repairs of District technology devices
Create detailed instructions for a given task
Assist in other technology-related issues as required

BEGINNING DATE: May 28, 2019 or mutually agreed upon date

APPLICATION PROCEDURE: Staff interested in applying should submit a letter of interest to Jeff Fetcho, Superintendent.

Interested applicants must submit a resume and a completed non-certified application form (available on-line at www.unit10.com, click on employment link, or contact the unit office at 618-643-2328) to:

Jeff Fetcho, Superintendent
Hamilton County Community Unit District No. 10
117 North Washington Street
P. O. Box 369
McLeansboro, IL 62859

APPLICATION DEADLINE: Open until filled