



# Public Schools of Petoskey

## NOTICE OF POSITION OPENING

Technology Administrative Aide			
<b>Date Posted</b>	June 24, 2024	<b>Application Deadline</b>	July 8, 2024
<b>Primary Function</b>	Support a 2000-workstation, 2000 laptop, and 20-server (voice, video, and data) environment serving approximately 3000 users with email, inter/intranet services, security, printing, and applications. Also responsible for all peripherals such as laser printers, plotters, scanners, and digital cameras.		
<b>Preferred Qualifications</b>	<ul style="list-style-type: none"> <li>❖ Associate Degree and/or two years of industry experience preferred.</li> <li>❖ Self-motivated with personality and poise requisite for contact with the public.</li> <li>❖ Available for occasional evening and/or weekend banquets.</li> <li>❖ Desire and ability to work with high school students.</li> </ul>		
<b>Start Date</b>	ASAP		
<b>Responsibilities</b>	Please see attached job description.		
<b>Pay/Benefits</b>	<ul style="list-style-type: none"> <li>❖ Pay Range \$18-\$20/hour</li> <li>❖ Health, dental, vision, LTD insurances; retirement</li> <li>❖ Holidays, Vacation, Sick</li> </ul>		
<b>Application Process</b>	Please visit <a href="https://petoskeyschools.org/employment">petoskeyschools.org/employment</a> to apply online. Complete application & include a letter of interest, resume, references, transcripts & certificates.		
Notice of Non-discrimination			
<p>It is the policy of Public Schools of Petoskey that no person shall, on the basis of race, color, religion, age, national origin or ancestry, sex, marital status or handicap be excluded for participation in, be denied the benefits of, or be subjected to discrimination under any programs or activity and employment as required by Title VI Civil Rights Act of 1963; Section 504 of the Rehabilitation Act. Any questions concerning discrimination should be directed to the Title IX Coordinator, Public Schools of Petoskey, 1130 Howard Street, Petoskey, MI 49770, or phone (231) 348-2100.</p>			

