

# IT Technician Job Description

## IT Technician responsibilities include:

Setting up and installing Windows 10 on new computers as well as updating software on existing computers.

Installing and configuring appropriate software and functions according to detailed specifications provided.

Potentially creating new user accounts through various software platforms and configuring user profiles and settings on devices.

## Job brief

The goal is to build new systems or update existing systems with the latest software and security patches to prepare for the new school year. Setup new user accounts for students and staff members.

A successful IT Technician must have a thorough knowledge of computer software and hardware. The ideal candidate will also have great troubleshooting abilities and attention to detail.

## Requirements and skills

Diagnostic and problem-solving skills

Ability to communicate clearly

Organizational and time-management skills

Good understanding of Windows 10

Degree in Computer Science, engineering, or relevant field will be an advantage

Certification as IT Technician will be an advantage (e.g., CompTIA A+, Microsoft Certified IT Professional)

## Duration

This is a summer position lasting from June to early August.

## Compensation

\$18-20/hr depending on qualifications.

## Contact

Please send inquiries or resumes to Matthew Mays ([mmays@perimeter.org](mailto:mmays@perimeter.org)).