

UNIT
10

**HAMILTON COUNTY
COMMUNITY UNIT DISTRICT NO. 10
804 Golf Course Road
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:** June 1, 2021 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
804 Golf Course Road
P. O. Box 369
McLeansboro, IL 62859
- APPLICATION DEADLINE:** Open until filled

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