

MCEA Tech Support

The Monmouth County Education Association seeks technical support personnel to support computer software integration by cataloging inventory, providing set up for PD, as well as troubleshooting tech issues for office operations.

A high school diploma is required with related certification or degree being strongly preferred. Individuals should have a positive outlook on problem-solving.

RESPONSIBILITIES for Technical Support

- Resolve technical issues and provide assistance to office staff, leadership and members,
- Act as the initial point of contact for all computer and system related concerns
- Organize and file documentation pertaining to warranties and instructional guides for computer hardware
- Attend in-person PD meetings to set up, assist with technical issues, and resolve network interruptions
- Actively update, maintain, and monitor computer network(s)

QUALIFICATIONS for Technical Support

- A technical degree/certification preferred in related technology
- 1-2 years (minimum) of relevant experience in a comparable technical position involving knowledge of tech applications
- Professional interpersonal and communication skills
- Experience working with different operating systems including Windows and Mac OS
- Comfortable working in and assisting others both in person and virtually when necessary.

CALENDAR- June 1st-May 31st. Calendar to be discussed with the executive board.

COMPENSATION- Full year stipend approved by MCEA Executive Board

All interested candidates should forward a resume to Denise King at dking@mcea.org