



# OaklandSchools

April 11, 2022

## GENERAL ANNOUNCEMENT: POSITION OPENING

Technical Assistant – Field Services

### IN THIS ROLE:

You will provide Level 1 technical assistance using exemplary customer service to support end users on the application of technologies and the resolution of technical issues while maintaining and documenting work in our on-line ticket system.

### WHAT WE NEED:

Are you an energetic, collaborative team member with a passion for technology and innovation? If you are a motivated self-starter with a willingness to learn and grow, who can deliver outstanding customer service then we want to hear from you!!!

### WHAT YOU NEED:

- Valid Michigan Driver's license and reliable transportation
- High school diploma or general education degree (GED)
- Six months related experience preferred
- A+ certification preferred
- Ability to lift up to 50 lbs.
- Ability to reach, stoop, kneel, crouch and use various tools involved in the installation of computer equipment and other office equipment

### SALARY DETAILS:

\$13.2498 - \$15.3747 with a potential of up to \$16.5617/ Non- Exempt Position  
/ 12-month work year

## WHO WE ARE:

Oakland Schools is a regional service agency that offers support services to school personnel that are best delivered regionally and provide cost, size and quality advantages to those we serve. Oakland Schools is an autonomous, tax-supported public school district governed by Michigan General School Laws and is one of 56 intermediate school districts (ISDs) established in Michigan in 1962.

Our organizational focus is centered on these central objectives:

- Increase student achievement
- Serve diverse needs of schools
- Decrease costs/increase efficiencies

## WHAT WE PROVIDE:

Oakland Schools offers company paid coverage for life insurance, short and long-term disability, well-being benefits and leave days. In addition, Oakland Schools offers comprehensive medical coverage or cash in lieu benefit, dental, vision, optional additional life insurance, health savings account, flexible spending accounts, pet insurance, legal plan, college savings plans, tax-sheltered annuity (TSA) plans and the Office of Retirement Services retirement plans.

## APPLICATION INSTRUCTIONS:

### [CLICK HERE TO APPLY!](#)

Letters of interest and resumes will be accepted until position is filled.

You will need to create an account with a username and password. Once your account has been created, you may return to update your application, add attachments, or view your application. You may exit the program at any time and return to complete it at your convenience. Once you have completed your application, you may apply for any open position. While logged-in click on the Jobs tab and All Jobs to select the jobs for which you would like to apply.

**Note: You will need to select Non-Certified as one of your applicant types to be able to view and apply for this position.**

For questions regarding this position, please contact Erika Geyman at 248.209.2026 or [Erika.Geyman@oakland.k12.mi.us](mailto:Erika.Geyman@oakland.k12.mi.us)

Oakland Schools does not discriminate on the basis of sex, race, color, national origin, religion, height, weight, marital status, sexual orientation (subject to the limits of applicable law), age, genetic information, or disability in its programs, services, activities or employment opportunities. Inquiries related to employment discrimination should be directed to the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at 248.209.2429. Title IX complaints should be directed to the Title IX Coordinator at 248.209.2590. For all other inquiries related to discrimination, contact the Executive Director of Legal Affairs at 248.209.2062. All complaints may be addressed to 2111 Pontiac Lake Road, Waterford, MI 48328-2736.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.