

PC/Audio/Visual Technician

Assists with maintenance, repairs, and basic operational support of the school's instructional equipment and software support. Responsibilities include: Assists with software support of Microsoft Office, GAFE, Coolsign, etc. Provides installation, maintenance, and operational support of the school's instructional equipment that includes audio equipment, e.g. PA systems, video equipment, e.g. DVD players and TVs, projection equipment, computers, including laptops, and peripherals. Preps new technology devices for installation in the schools. Installs computers, monitors and local printers. And more. **Requirements:** Technical knowledge of the Windows OS as it pertains to the installation of computer software programs and computer peripherals. Proficient with Microsoft Office and Google Docs. Experience working with Apple devices. Previous technical experience working with the repair, maintenance, and troubleshooting of peripherals and AV equipment. Ability to make simple repairs on AV equipment. Basic knowledge of electronics and soldering. (A+ certification helpful.) High School Diploma or GED required (an Associate Degree in electronics or related field or equivalent experience is preferred). Requires a valid Michigan Driver's License with satisfactory driving record and vehicle. Excellent trouble shooting and problem-solving skills with hardware and software technologies used in the schools is essential. Works cooperatively and productively with all administrators, teaching staff, and other Cranbrook personnel. **This is a part-time position working 20 hours per week year round.**