



21740 State Route 676, Marietta, Ohio 45750

High School
Phone: 740.373.2766
Fax: 740.376.2244
Superintendent Fax: 740.373.9026

Adult Technical Training
Phone: 740.373.6283
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<https://www.thecareercenter.net>

Inspiring and Empowering All to Dream, Believe and Achieve

POSITION NOTICE

INFORMATION TECHNOLOGY SPECIALIST

- BEGINNING DATE:** January 17, 2023
- QUALIFICATIONS:** A minimum of two (2) years of experience in computer maintenance and repairs (preferred) and one (1) year of experience with a content management system. Associate degree or postsecondary certificate and applicable experience preferred. Excellent verbal and written communication skills. Certification or proven mastery of the Microsoft Office 365. Ability to lift and carry 50 lbs. and work from a ladder. Such alternatives to the above qualifications as the Board may find appropriate and acceptable. Strong leadership skills.
- RESPONSIBILITIES:** The Information Technology Specialist will provide technical support to the staff and student population including PC hardware and software troubleshooting and repair. The individual will be responsible for maintaining the high school website. He/she will aid and/or lead staff development training for teachers, as well as support staff.
- COMPENSATION:** Based on education and experience 260 days per year, 7 ½ hours per day. May require evening work. Competitive benefit package.
- DEADLINE:** Until Filled, Priority Deadline December 22, 2022, @ 12:00 PM
- CONTACT:** Qualified, interested applicants should send a cover letter and resume to applicant@thecareercenter.net

Anthony Huffman, Ed.D., Superintendent
Washington County Career Center
21740 State Route 676
Marietta, OH 45750
(740) 373-2766 ext. 1041

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