



COOP STUDENT – TECHNOLOGY

Location: Technology

Salary: \$7.25 Hourly

Posted: March 23, 2022

Deadline: Until Filled

NOTE: Job vacancy closes at 4:30 PM of deadline date

Education/Certification

- High School Diploma or GED
- Must be currently enrolled in an accredited college or university in the Information Technology field

Special Knowledge/Skills

- Word processing/computer skills
- Alphabetic and numeric and message taking skills
- Telephone answering and message taking skills
- Ability to communicate in English and Spanish
- Strong organizational, communication, and interpersonal skills
- Must demonstrate dependability, responsibility, confidentiality, flexibility and loyalty

Additional Information:

Part Time employee of the District who may not work more than 20 hours in any one week and will not be entitled to any benefits. They will keep an hourly timecard signed by the principal or department director and be paid on dates of all hourly employees for the actual worked hours.

Required Documents:

***Documents below must be attached/uploaded for application to be complete**

- Current and/or updated resume
- Copy of valid Driver's License
- Copy of Teaching Certificate *(if applicable)*
- Copy of College Transcripts *(if applicable –official and original transcripts upon employment)*
- Three (3) current or former administrator/supervisor references required

(At least one (1) reference must be your current or most recent administrator/supervisor. References from family, friends and colleagues are not acceptable.)

The SEISD Department of Human Resources will require additional documentation, if hired as proof of eligibility for employment. Any foreign documents must be translated and evaluated by an Accredited State Agency.

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