

DEPARTMENT: NIAGARA WHEATFIELD CENTRAL SCHOOL DISTRICT
CLASSIFICATION: NON-COMPETITIVE – NYSCSC APPROVED 07/17/2006
APPROVED: APRIL 17, 2006

MICROCOMPUTER STUDENT INTERN – TWO (2) YEARS ONLY

DISTINGUISHING FEATURES OF THE CLASS: This class of positions is designed to provide internship opportunities to area college students while providing the school district with part-time employees. The incumbent works in concert with and under the direction of the district's Information Technology employees for the installation and set up of new equipment in the school district. The work involves the installation, maintenance, and control of a microcomputer site's equipment, terminals and peripherals. Work is performed under the direct supervision of a Micro Computer Coordinator, Computer Network Administrator and/or assigned superiors. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Sets up and installs new microcomputer equipment under the direction of a superior;
2. Assists in the installation of cable and connections to new and/or existing network sites;
3. Assists with the installation of software programs, with the operation of microcomputers, and with troubleshooting of microcomputer equipment;
4. Removes obsolete programs and files;
5. Optimizes hard disk by running scan disk and defrag as required;
6. Installs basic software and formats and copies disks;
7. Runs virus protection and security check software;
8. Maintains records related to the work;
9. May be assigned to give assistance and instruction to employees and/or students of the district in the use of the computer or peripheral equipment;
10. May be assigned to work with or maintain data processing peripheral equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the principles and practices of diagnosis, maintenance and set up of micro-computers and related equipment such as printers; working knowledge of software packages commonly used for micro-computers; skill in the use of electrical and mechanical tools and testing equipment; ability to perform routine preventative maintenance and repair of micro computers and related equipment; ability to understand and interpret technical material; ability to prepare and maintain records; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma:

AND: Current enrollment in an undergraduate program at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees. Candidates must be enrolled in a program of study related to Information Technology or Computer Sciences.

NOTE: These positions are intended as internships only. There will be no promotions from this class to a competitive position.

4/17/2006; 3/18/2005