



## **Information Technology (IT) Assistant Opening**

**Position Title:** Information Technology (IT) Assistant

**Status:** Full Time

**Hours:** To Be Determined

**Reports to:** Supervisor

**Job Objective:** To provide daily technical support needed to maintain the computer systems to run efficiently and effectively.

### **Essential Functions:**

Daily job responsibilities/functions to include, but not limited to:

- Installation of new workstations, laptops, printers, and peripherals
- Maintenance and management of technology equipment
- Installation and updating of software
- Management of user accounts, logins, and emails
- Cleaning computer labs and laptops
- Assist with audio and visual setup for school auditorium
- Assist with trouble shooting
- Assist in setting up the computer labs for testing
- Others as deemed necessary

**Physical Demands:** The work requires routine walking, standing, bending and carrying items weighing less than fifty pounds. Moving items over fifty pounds utilizing a team lift.

**Job Requirements:** Must have the ability to perform the duties stated above.

**Experience:** Preferred BA or at least 60 college credits but not required.  
Job related experience is desired

**Required:** Must pass Criminal Background Check and TB Test

Interested candidates should stop in for an application from the Main Office at Hmong American Peace Academy located at 4601 N. 84 Street. **Please submit an application along with a resume, three signed letters of recommendation and college transcripts (if applicable) to Mrs. Mai Shoua Xiong.** An interview will follow for all eligible candidates. Position to start as soon as possible. If you have any questions, please call Mrs. Mai Shoua Xiong at 414-800-1797 or email her at [xiong.maishoua@myhapa.org](mailto:xiong.maishoua@myhapa.org).