

## Vacancy Posting Notice

**Job Title:** Tech.Support Part Time

**Program Name:** JEDI

**Location:** CESA 2 Innovation Center Suite 219

Whitewater, WI 53190

**Program Director:** Leslie Steinhaus

**Start Date:** As soon as possible

**School Year Total FTE .2**

Per week—Part time position-

**Starting Wage:** \$ TBD per hr, (based on Experience) 15-20 hours per week

**Brief Job Description:**

The Technical Support will assist with the technical operations of JEDI. This position reports to the Director.

1. Maintain the JEDI course management system, MOODLE.
2. Maintain the servers and updates as needed
3. Maintain the virtual school website
4. Manage the single point entry system (Genius)
5. Manage vendor LMS (learning management) systems
6. Maintain and support of laptops rented to open enrolled students
7. Provide support for course development
8. Provide technical support for the JEDI office processes
9. Address technical issues from the help desk as they arise
10. Build and maintain positive relationships to enhance JEDI service to districts.
11. Participate in team goal development and budgeting process
12. Work closely with the Student Services Coordinators on course, instructional management system and single-point entry issues.

**Qualifications: Minimum of**

**Education/Experience:** Bachelors, Tech School certification and/or experience Preferred

**Skills Required:** Patience, ability to listen, trouble shooting

**How to apply:** Send Resume to: Leslie Steinhaus—lmsjedi@cesa2.org

**Application Deadline: ASAP**

**Advertised in:** JEDI Website

**Approved:** Leslie Steinhaus, JEDI Director

Date: October 22, 2018

CESA #2 is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on the basis of age, ancestry, arrest or conviction record, color, creed, handicap or disability, marital status, national origin, race, religion, sex, sexual orientation, or membership in any reserve component of the United States or state military forces. In addition, harassment, retaliation, and unfair honesty testing are illegal under the law.

