



MIDLAKES DISTRICT OFFICE

PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488 Clifton Springs, NY 14432

SUMMER VACANCY - JOB POSTING

POSTING DATE: April 17, 2023
POSITION: Student Helper – Technology
(Approximately July 10th – September 1st, 2023)
HOURS: Monday – Friday, 8:00 a.m. to 3:00 p.m.
SALARY: \$15.00 per hour

CLASSIFICATION REQUIREMENTS:

- Must meet minimum Civil Service qualifications

GENERAL JOB DESCRIPTION:

- Inventory technology assets;
- Enter equipment inventory information into an asset database or spreadsheet;
- Maintain and update inventory records;
- Remove outdated computers and update equipment inventory;
- Distribution of new iPads, computers, and printers to specified areas;
- Label cabling, iPads, and computers;
- Other responsibilities as assigned by supervisor.

APPLICATION PROCEDURE:

Complete a Phelps Clifton Springs CSD application via the [Job Board](#)

and

Apply online on the Ontario County Civil Service Employment Portal: <https://ontario-portal.mycivilservice.com/jobopps>

APPLICATION DEADLINE:

May 3, 2023

The classification requirements and general job description are presented herein only for illustrative purposes and do not reflect the entirety of the classification requirements and job description required for the position.

The Phelps-Clifton Springs Central School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, employment, and admissions; and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Michele Robinette, compliance officer/coordinator, at mrobinette@midlakes.org. Mrs. Robinette can also be reached at 315-548-6475 or via mail at the District Office: 1495 State Route 488, Clifton Springs, New York, 14432. Inquiries concerning the application of the Phelps-Clifton Springs Central School District non-discrimination policies may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), 32 Old Slip, 26th Floor, New York, NY 10005, telephone (646) 428-3800 (voice) or (800) 877-8339 (TTY).