



Mecosta-Osceola Intermediate School District

Administrative Offices: 15760 190th Avenue, Big Rapids, MI 49307

Phone: 231.796.3543

[MOISD Job Opportunities](#)

2425-50

NOTICE OF VACANCY

Title: Level I Technician

Dept/Program: Technology Services

Start date: June 9, 2025

Classification/FLSA: Non-Union, Non-Exempt

Duration: Seasonal position

Approximately 10 weeks, up to 40 hours weekly

Reports to: MOISD Assistant Superintendent of Technology

Location: Mecosta-Osceola ISD locations, as assigned

Position Summary: The Technician works closely with the MOISD Technology Department to provide general technology support during the summer break period, helping to ensure district-wide readiness for staff and students prior to the beginning of the school year.

Professional Requirements / Education and Experience

- Minimum of High School diploma or equivalent preferred; high school students currently enrolled and in good standing may be considered.
- Must have a general understanding of computers and mobile devices, including best practices for ensuring protection of confidential information.
- Possess an excellent work ethic, good communication and organization skills and be detail-oriented. A demonstrated ability to integrate into a team environment is required.
- Must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

Essential Duties

- Effectively follow instructions to assist with duties as assigned with minimal supervision as well as within the framework of a team.
- Perform tasks in a variety of settings and conditions, including within tight spaces, loading/unloading and in transit, lifting/carrying equipment up to 50 pounds, using power tools, and ladders up to 10 feet, while observing proper guidance and safety protocols.
- Assist with inventory of technology equipment and the recycling/decommission of outdated equipment.
- Prepare devices for deployment, including labeling, cleaning, setup, and provide support for imaging and configuration of devices.
- Under the direction of Technology staff, provide basic troubleshooting and user support.
- Proactively assist other members of the team as appropriate to ensure timely completion of projects and support a collaborative working environment.
- Follow all established guidelines and procedures, including safety and security regulations.
- Assume responsibility to transport self to the assigned worksite(s) and maintain regular, reliable and prompt attendance.
- Additional duties as assigned by the Assistant Superintendent of Technology or designee.

Supporting Schools and Student Achievement

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.



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Compensation & Benefits: \$16.34 hourly; this temporary position offers no benefits beyond what is required by law.

Posting date: 05/09/2025

Application deadline: 05/16/2025 or until filled

Please submit letter of interest, resumé and references to:

Jessica R. Ross, Human Resources Coordinator

Email: jobs@moisd.org

Mecosta-Osceola ISD

15780 190th Avenue, Big Rapids, MI 49307

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