HHG's vision is to equip all children with the skills necessary to access world opportunities via an unparalleled educational experience.

The mission of HHG is to establish schools with a quality curriculum based on national and international standards with highly effective leadership taking and activating the vision.

Position: Information Technology Assistant
Reports to: Principal and Information Technology Coordinator
Employed by: Hanley Harper Group, Inc.

Primary Responsibilities:

- Responsible for the set-up of technology as a tool for learning.
- Troubleshoot problems that may exist with the network.
- Assist with solving hardware problems, repairs, and network wiring.
- Contact vendors to resolve any problems with compatibility of hardware and software.
- Install, update, and maintain equipment as assigned
- Install network and workstation software as assigned
- Assist staff with projects
- Ensure that technology for Administrative, Reporting, and Classroom environment are in working order
- Make sure all technology is prepped and ready for all state testing throughout the school year. Must comply with MAP Testing Coordinator and make sure testing is completed within the testing window given by NWEA as well as Michigan's M-STEP.
- Day to day technical troubleshooting to ensure all classroom and administrative office technology is working properly as assigned
- Other duties and responsibilities as assigned.

Education, Certifications, and Work Related Experience Requirements:

- At least an Associate's Degree in Field preferred
- 2 or more years of experience
- Successfully pass State and Federal Criminal Background Checks.