

**Fairborn City Schools**

306 E. Whittier Avenue

Fairborn, Ohio 45324

(937) 878-3961

(937) 879-8180 FAX

**JOB OPENING**

**DATE:** October 13, 2021

**POSITION:** District Help Desk

**LOCATION:** District

**SALARY:** Hours/Starting Pay: from \$16.50/hour, 8 hours per day, 12 months per year

**DEADLINE:** October 19, 2021

**QUALIFICATIONS:**

1. 2+ years of experience working in a help desk environment, answering phones, or service related fields.
2. Proficiency with using Windows, Chrome OS and multiple software applications.
3. Strong communication, interpersonal and organizational skills.
4. Ability to establish working relationships with co-workers and function as part of a cohesive team.

**ESSENTIAL FUNCTIONS:**

1. Respond to queries either in person, email or over the phone.
2. Maintain documentation records.
3. Maintain daily performance of computer systems.
4. Work with staff to promote the proper use and care of equipment.
5. Interact in a positive manner with staff, students and parents.
6. Promote good public relations by personal appearance, attitude and conversation.
7. Maintain accurate logs for tickets and inventory system.

Applications will be reviewed and interviews may be limited. Skill performance may be tested.

**CONTACT:** Amy Gayheart, Director of Classified Human Resources/Educational Services  
[agayheart@fairborn.k12.oh.us](mailto:agayheart@fairborn.k12.oh.us)  
937-878-3961, Ext 1119

**PROCEDURE FOR APPLICATION:**

Applicants must complete the application at the Dayton Area School Consortium at:  
<https://www.applitrack.com/dayton/onlineapp/>