

Work Study Job Description

Job Title	Information Technology Technician
Organization Name	College Planning Network
Job Location	Port Townsend
Address	43 Bentley Place Port Townsend WA 98368
Pay Rate	\$12.00 - \$15.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Doug Breithaupt
Phone Number	206-323-0624
Email Address	doug@collegeplan.org
Website	

Nature of Organization

Duties and Responsibilities

The College Planning Network (CPN) was formed in 1987 to assist individuals seeking higher education opportunities. As a nonprofit organization, CPN connects students, families, high school counselors and administrators, college admission, financial aid and scholarship administrators with private businesses, community organizations and foundations. CPN has created a network of individuals and organizations committed to helping students plan successfully for college.

Minimum Qualifications

The responsibilities of the Information Technology Technician (ITT) will be:

1. To maintain and update the College Planning Network (CPN) website.
2. To provide assistance and support for CPN technology systems.
3. To assist in the preparation of reports, surveys, and other program related publications.
4. To assist with the technology needs for public presentation.

Educational Benefits

The student must have a background in website development and other internet related skills. The student should have a good interpersonal and professional skills. The student should have a basic understanding of computers and computer systems.

How to Apply

The student will gain an understanding of the working of a non-profit organization, work with education professionals within and outside of the organization, and improve there skills working with technology hardware, software and internet related services

Job Number: 75CPN01 | Category: Office & Administrative | Program: Community Service - FED |
Reimbursement Rate: 75%