



JOB DESCRIPTION

Job Title: Network / IT Assistant-Student
Department: IT / Broadband
FLSA Status: Non-Exempt
Reports To: IT / Broadband Manager
Location: Willcox
Approved By: Tim Bowlby
Approved Date: 4/11/2022

GENERAL PURPOSE OF JOB

To shadow department mentors and assist in the installation, troubleshooting, repairs, maintenance, documentation of network products, services and equipment used within the corporate environment and to our residential and business customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(May include but are not limited to the following. Other duties may be assigned.)

- Actively encourages teamwork, open communication, and cooperative interactions by promoting a positive work environment that reflects the company's mission, values, and management goals.
- Learn the overall functions of the Internet, IT and Network Engineering departments and how they function and relate with the overall organization.
- Gain experience through direct mentorship from our IT/Broadband team members.
- Learn and assist with general operations of the internal IT activities, Internet and their support for our customers, and Network Engineering and the support of our overall broadband network.
- Learn about the importance of safe work practices, and how they impact you, the customer, and Valley TeleCom Group as an organization
- Understands and enforces company policies and safety practices.

EDUCATION and EXPERIENCE

Current full-time high school student. Must be going into their senior year. Minimum 16 years of age.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and the ability to effectively present information and respond to questions.

MATHEMATICAL SKILLS

Ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions.

COMPUTER OPERATIONS

Basic personal computer skills.

CERTIFICATES, LICENSES, REGISTRATIONS

N/A

PHYSICAL/ENVIRONMENTAL DEMANDS

| | Amount of Time | | | |
|--------------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand | | | XXX | |
| Walk | | | XXX | |
| Sit | | | XXX | |
| Use hands to feel | | | | XXX |
| Reach with hands and arms | | | | XXX |
| Climb or balance | | XXX | | |
| Stoop, kneel, crouch, or crawl | | XXX | | |
| Push or pull | | XXX | | |
| Talk or hear | | | | XXX |
| Drive | | XXX | | |
| Keyboarding | | | | XXX |

| WEIGHT - Lifting and/or carrying | Amount of Time | | | |
|----------------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds | | | XXX | |
| Up to 25 pounds | | | XXX | |
| Up to 50 pounds | | | XXX | |
| Up to 100 pounds | | XXX | | |
| More than 100 pounds | | XXX | | |

| WORK ENVIRONMENT | Amount of Time | | | |
|-----------------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Work near moving mechanical parts | | XXX | | |
| Fumes or airborne particles | | XXX | | |
| Toxic or caustic chemicals | | XXX | | |
| Working above ground level | | XXX | | |
| Working below ground level | | XXX | | |
| Outdoor weather conditions | | | XXX | |
| Risk of electrical shock | | | XXX | |

WORKING CONDITIONS

Well-lighted, heated and/or air-conditioned indoor office/production setting with adequate ventilation.

PHYSICAL ACTIVITY

Light physical activity performing non-strenuous daily activities of a productive/technical nature.

MANUAL DEXTERITY

Manual dexterity sufficient to reach/handle items and operate a keyboard.

VISION (Any or all will be required to perform the functions of this position.)

- Close Vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors of telephone cable and fiber color codes)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

NOISE

Moderate noise levels (i.e.: business office with computers and printers, light traffic).

TRAVEL

Required to be available to travel, by company vehicle, to various property locations and job sites.