POSITION OPENING ANNOUNCEMENT

TYPE:  
IT Helpdesk / Administrative Assistant  
Full-time, 12-month position  
ESPA Association – Job Class A

START:  
January 2020

LOCATION:  
Lehigh Career & Technical Institute  
4500 Education Park Drive  
Schnecksville, PA 18078

RESPONSIBILITY:  
Provide technical assistance to IT users, perform basic troubleshooting to resolve issues, provide administrative support for the IT department, maintain all LCTI Quality System documents and data, etc.

QUALIFICATIONS:  
1. High skill level in PC based software such as Microsoft Office, Adobe Acrobat, etc.  
2. Ability to create and maintain documents and data on the LCTI intranet  
3. Strong organizational skills  
4. Decision making skills  
5. Strong customer service / interpersonal skills

Applications are currently being accepted.  
Internal applicants to provide at least a letter of interest and updated resume.

DEADLINE: December 4, 2019

Please submit all information in One (1) packet/email/fax to:  
Gretchen A. Boyer, Human Resources Manager

1) Preferred method of submission is sending scanned documents via email to humanresources@lcti.org  
2) If emailing is not possible, please fax, mail or drop off the documents:

Lehigh Career and Technical Institute  
4500 Education Park Drive  
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Equal Opportunity Statement  
Lehigh Career & Technical Institute has a policy not to discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to LCTI’s Title IX and Section 504 Coordinator for students at 4500 Education Park Drive, Schnecksville PA, 18078 or 610-799-1357 or LCTI’s Compliance Officer for personnel at 610-799-1385.