



Arizona School for the Arts

OPERATIONS ASSISTANT

The Operations Assistant is a critical role, supporting the Operations Director and Operations Team to ensure the successful and efficient running of the ASA campus. This position will learn the full scope of the Operations Department and can assist any member of the team needing support. This position will focus on troubleshooting and providing essential IT services for the students, faculty, and staff. The position works closely with the IT support vendors as it relates to all school computers and State-wide testing. The Operations Assistant will attend department team meetings and work collaboratively with the school leadership.

This position reports to the Director of Operations

Essential Duties and Responsibilities:

- Daily troubleshoot and solve various tech-related problems for students and faculty, including but not limited to Google Workspaces, MAC/Windows IOS, and wireless/physical network systems.
- Serves as the point person for copy machines, phones, and bells
- Maintains systems to organize supplies and deliveries
- Assist daily with the safe and efficient transfer of students during pick-up and drop times in the ASA parking lot
- Regularly assist the Operations Team in securing the campus safely
- Maintain efficient and effective systems and procedures to maintain safe, clean, and functional facilities for learning
- Occasionally accomplish minimal custodial duties
- Occasionally assist other department members with small repair jobs around the ASA campus.
- Interact positively with students, parents, school employees, and visitors to convey a welcoming and supportive environment.
- Physical demands
 - The physical demands described are representative of those that must be met by an employee who can successfully perform this job's essential functions. Reasonable accommodations may be made to enable individuals with a disability to perform essential functions.
 - While performing the duties of this job, the employee is regularly required to stand, walk, use hand and fingers to handle or feel objects, tools, or controls, and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head, and reach forward. The employee continuously uses hand strength to grasp tools and climbs onto ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.
 - The employee must frequently lift and/or move up to fifty (50) pounds, such as cleaning supplies, large deliveries, large equipment, parking lot barriers, and cones. Occasionally the employee will lift and/or move up to ninety (90) pounds, such as copy paper and bulk furniture, with the assistance of another employee

if needed. They will push/pull items such as tables and scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Minimum Qualifications:

- High School Diploma or equivalent, Bachelor's Degree preferred.
- Valid IVP fingerprint card issued by the Arizona Department of Public Safety.

Required Knowledge, Skills, and Personal Characteristics

- Experience troubleshooting technology issues and various education software applications
- Customer service experience
- Flexibility and willingness to be direct in an urgent matter when timely issues arise
- Establish and maintain professional relationships with administrators and school personnel
- Ability to work independently with minimum supervision
- Ability to relate to the public, staff, and students in a positive manner
- Ability to lift and manipulate equipment and materials weighing up to fifty (50) pounds
- Ability to operate job-related equipment in a safe manner
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Excellent oral and written communication skills and organizational skills.
- Be available for events, activities, or functions outside school hours, including occasional evenings and weekends.
- Multi-faceted, multi-skilled, resourceful, and willing to do whatever is necessary to help the school reach high academic and artistic excellence.
- Must have reliable transportation

Salary and Benefits:

- Salary commensurate with experience.
- Full-time position with benefits.
- Member of ASRS.

Interested candidates should submit the following via e-mail to employment@goasa.org:

- Cover letter, resume, three letters of reference, and the [ASA Application for Employment](#) found on the website.

ASA is an equal-opportunity employer. Discrimination against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, or veteran status is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons.