

JOB TITLE: Secure Data Associate
CLASS: Bargaining Unit
CATEGORY: Temporary
STATUS: 0.5 FTE, Hourly Wage, Non-Exempt
BENEFITS: Not Eligible
REPORTS TO: Reuse Department Point Person
LAST UPDATED: February 7. 2013



JOB SUMMARY:

This entry-level position efficiently and effectively processes data-bearing devices in Free Geek's Secure Data Area (SDA) before they move on for reuse or recycling. This position participates in job-related group meetings to help develop programs and procedures. This position is represented by a union, and application for union membership is mandatory upon hire.

DETAILED ESSENTIAL RESPONSIBILITIES:

- Train, supervise, schedule, coordinate and motivate volunteers.
- Keep abreast of relevant (and frequent) emails .
- Actively participate with other staff in keeping areas in line with Free Geek philosophy and capabilities.
- Remove and wipe hard drives from desktops, laptops and other data bearing devices.
- Monitor SDA interns and others entering the SDA to ensure that data security best practices are followed.
- Identify desktops, laptops and other devices that should be recycled.
- Identify and salvage cases, cards, and other desirable items for reuse.
- Maintain detailed records in accordance with all applicable policies, laws and regulations.
- Other duties as assigned.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

- Ability to maintain a calm, positive and professional attitude at all times in a sometimes chaotic environment.
- Aptitude for directing, instructing and positively influencing the energy level of others.
- Ability to consistently follow policies and procedures.
- Aptitude for and interest in evaluating computer components and other hardware.
- Demonstrated interest in learning and training opportunities.
- Strong organizational skills and attention to detail.

- Fluency in spoken and written English.
- Good interpersonal skills.
- Demonstrable self-motivation and personal initiative.
- Proficiency with using standard office software.
- Ability to learn Free Geek documentation tools.
- Reliability and punctuality.
- Ability to lift and carry at least 50 pounds on a regular basis.
- Must not be afraid to ask questions, but must be able to work without direct supervision on a regular basis.
- Ability to remain flexible about duties and expectations as Free Geek grows and changes.

DESIRED SKILLS, KNOWLEDGE AND ABILITIES:

- Fluency in another language besides English.
- Demonstrated confidence and competence working with diverse populations.
- Previous volunteer or community service experience.
- Passionate interest in technology trends.
- Ability to identify high-value computer components and other hardware.