

ON-CAMPUS JOB OPENING

- Position:** **Student Computer Hardware Technician**
Provide support for University owned computer hardware, software, and printers.
- Department/Office:** Information & Technology Services,
Computing & Telecommunication Services/Library Basement
- Notice Date:** December 2007
- Contact Person:** Karen Vermillion, Computer Purchasing and Services Coordinator,
Phone #: x7525
- Responsibilities:** Duties include but are not limited to:
- Assist in setting up and deployment of new or updated computers, hardware, software and printers.
 - Perform troubleshooting and repairs on University computers and printers and document repair details.
- Pay Grade:** I&TS student pay scale range from \$8.50 (starting) to \$10.70.
- Term of Position:** This position is available throughout the year. Must be available for summer employment. Schedule varies but minimum shifts are two hours in length between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.
- Required Qualifications:**
- Students must be enrolled for a minimum of 6 credit hours
 - Commitment to providing good customer service (experience helpful) and professional demeanor
 - Requires a basic knowledge of PC hardware and common Microsoft Office applications.
 - Excellent communication and people skills
 - Multi-tasking abilities, detail oriented
 - Troubleshooting skills: Ability to analyze situations and determine solutions.
- Preferred Qualifications:**
- Intermediate knowledge of PC hardware components
 - 1 year experience working with Microsoft applications
 - 1 or more years experience hardware/software troubleshooting, upgrading and repairing PCs
 - 1 year experience working with customers
 - Mac experience a plus
- Application Procedure:** Submit 1) application, 2) resume and 3) letter of intent to Computing and Telecommunication Services