

# 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:** October 2008
- 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. **Fall 08 hours needing coverage are M, W, F from 9am-3pm!**
- 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