Responsibilities:

- Assist Office of Financial Aid and Scholarships staff with a variety of IT tasks, including but not limited to:
  - Transmitting and receiving financial aid data.
  - Installing and maintaining software; maintaining computer, printer, scanner, and other hardware.
  - Diagnosing and solving technical issues related to software or hardware.
  - Wiping hard drives as needed, rebuilding Windows computers, and working with division IT support to maintain network functions.
  - Maintaining departmental inventory of computers, printers, scanners and other hardware.
  - Assisting Systems Team with special projects or any other duties as assigned.

Qualifications:

- Major or minor in Computer Science or Information Systems preferred.
- Experience with Windows, some Windows networking, tech support, rebuilding or re-imaging computers.
- Careful and accurate work.
- Able to complete repetitive or complex tasks in a timely, efficient manner.
- Working knowledge of Windows networking, Windows operating systems (XP, Windows 7), and administration of Windows operating systems, Microsoft Office Suite, etc.
- Preferred experience following, or ability to follow, technical instructions to build, clone, and maintain computer systems.
- Able to work well under pressure and with a variety of people and personalities.
- Able to work effectively as a member of a team.
- Able to work effectively with minimal supervision.
- Ability to complete detailed assignments as well as routine tasks.
**Work Hours:**

- Flexible: 8:00 am – 4:30 pm, Monday through Friday
- Summer 2014 and Academic Year 2014-15

**To Apply:**

To apply for consideration, the students simply need to drop off a copy of their resume at our office, Student Services West – Room 3605. Our front counter is open from 10 am to 3 pm, Monday through Friday, and we also have a drop box on our patio that accepts documents 24/7.