

POSITION: **Information Technology Support Desk Student Worker**
Information Technology Division
Part-Time (12 hours per week)

ANTICIPATED STARTING DATE: Fall 2019

PURPOSE: For a student to receive an opportunity to obtain knowledge of office practices and technical skills in the Information Technology Division. To gain knowledge and insight on the art of collaboration and team building. To walk away at the end of the term with work experience to apply in future career endeavors.

MINIMUM QUALIFICATIONS:

- Strong communication, organizational, and interpersonal skills in a confidential capacity
- Frequent pushing and/or pulling carts; lifting or carrying objects
- Familiarity with Microsoft Office products, BANNER, email, and wireless technologies

RESPONSIBILITIES: Under the direction of the IT Staff this position will provide assistance to the Information Technology Division by acting as the contact person for student-related IT issues. Examples include wireless access, print troubleshooting, password resets, and other technical issues. **The student would staff the Student Help Desk in the Library Monday through Thursday, 10:30 am to 1:30 pm.**

MINIMUM SALARY: \$11.00/hour

TO APPLY: Submit letter of interest, resume, and the names of three references to the Financial Aid Services Office.

APPLICATION DEADLINE: Please submit materials to the Financial Aid Office until position(s) are filled.

**ASNUNTUCK COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F.
PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

Notice of Non-discrimination:

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