

A Campus of the California State University

Student Assistant Job Description

Department:	Information Technology	Supervisor: Christopher Zachlod
Job Title:	Computer Center Asst	Working Hours:
Pay Level:	3	Hourly Pay Rate: \$9.00
Job Summary (purpose or nature of work):		
Service printers, move equipment and supplies, maintain equipment, support Help Desk with servicing computers, help users with computer programs as appropriate		
Job Duties:		
1. Support Help Desk - provide basic support to PC users		
2. Moving and setting-up equipment		
3. Modifying PC menus for new programs		
4. Inventory documentation		
5. IT documentation and filing		
Required (or Preferred) Skills, Knowledge, and Abilities:		
1. Basic knowledge of PC's and operations		
2. Basic knowledge of common software programs (Word, Excel, PowerPoint, Adobe)		
3. Ability to lift up to 50 pounds		
4. Good interpersonal skills		
5.		
Type of Cypenii	sion Domilinod	
Type of Supervision Required:		
 □ Direct Supervision - Student receives immediate, close and regular supervision □ General Supervision Student receives some delegation of responsibility and independence 		
Signatories below denote that this position description is an accurate statement of the duties and responsibilities assigned to this position.		
Student's Signatu	ıre:	Date:
Supervisor's Sign	ature:	Date: