

OFFICE OF ITS

Job Listing

Student Technology Assistant (STA)

Lab Consultant

Job ID: 4619

Part Time

Number	Date	Type	Wage
102061326		Part Time	\$8.00/hour
Start	Openings	Location	Hours
ASAP	20	OAL	TBA

Job Qualifications

Candidates for STA must have some computer experience, good communication skills, and a strong desire to learn. Experience with various applications such as Office Suite, Web Browsers, and e-mail is desirable.

Job Description

Supervised and supported by the Open Access Labs Lab Supervisor, the STA shall: Attend customer service and other workshops as needed. Keep updated on Web-CT material. Learn operating procedures of the lab. Enforce university and Open Access Lab policies as they relate to proper use of computing services. Display and exhibit proper code of conduct for STA's. Diagnose simple software, hardware and network problems. Reporting software, hardware and network problems. Diagnose user problems and know where to direct students. Learn basic program commands such as opening, saving, printing and closing files for common applications. Diagnose basic printing problems. Maintain lab print job menu. Maintain lab security for software, hardware, passwords, alarm codes and special lab areas. Get familiar with the campus e-mail system as well as Internet access and services; get familiarized with various Operating Systems such as Windows XP, Windows 2000, Unix and Mac OS. STA's will perform other duties as assigned.

Contact Information

This is an equal opportunity employer

How to Apply	Submit Application to Career Center
When to Apply	ASAP
Contact	Complete App. at Career Center

