FEDERAL WORK-STUDY JOB DESCRIPTION
2022-2023

Job Title: Computer Technician

Department: Information Technologies

Name of Supervisor(s): Roy Smith

Rate of Pay: $ 9.00 per hour

Length of Time: Fall, Spring, and Summer

Department Description: Information Technologies brings together great people, cutting edge technology, and sustainable/agile processes to facilitate successful outcomes for our students, college, and community.

Job Description: Under general supervision troubleshoot computer hardware, software, and peripheral devices. Install new equipment on campus. Participate in departmental project to catalog, inventory, and record all IT equipment, to be store in a database for reporting.

Central Campus / Hours required per week: 20

Responsibilities: Install computer hardware, software, and devices. Participate in departmental projects.

Required Qualifications: High School diploma. Preferred some information technology experience or studying in the field.

Desired Skills: Good oral communication and written skills. Good listener. Eager to learn and grow.

Evaluation Procedures and Schedules: Will be determined by the supervisor

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*Job descriptions are required at beginning of each academic year. Job descriptions may be changed to meet Federal Work –Study Regulations, or state/ federal employment law.