Information Technology Student Assistant

University of Washington, Tacoma

Contact Person: Joshua Gibson (253-692-4661 or jcgibson@uw.edu)
Location: University of Washington, Tacoma (will be working in various locations throughout campus)
Eligibility: You must be a first year (freshman) student to apply.
Application Deadline: Open until filled.
Rate of Pay: $11.00/hour
Hours Per Week: up to 10 hours per week

Job Description:

The Information Technology Student Assistants are to assist in a broad variety of tasks which reside in the Information Technology Department. Some of these tasks may include offering limited technical support to students in various common areas, checking/cleaning printers, replacing cartridges, and monitoring digital signage boards. Other tasks may include distributing laptops for classroom use. The applicant is expected to maintain a productive working environment at all times. Computer skills are a plus but NOT required since we are willing to train all students. The applicant should be good at working with other people and may work on other duties as assigned.

Specific duties include but are not limited to the following:

- This job does not contain a primary responsibility, because it includes a very wide variety of tasks
- Job-shadow staff members as part of on-the-job training
- Learn fundamental operations of some commonly used software
- Cleaning printers and/or adding paper; other preventive maintenance to minimize tickets created
- Checking out/in laptops and administering the laptop cart in various buildings throughout campus
- Monitoring digital signage boards to make sure they are functioning
- Working with client services technicians to keep hardware inventory updated
- Cleaning cameras, projectors, laptops as well as classroom computers
- Assisting Sr. Media technicians for video shoots
- Other duties as assigned by the Client Services Manager

General Requirements:

- Friendly presence and helpful attitude; good interpersonal skills.
- Ability to work responsibly with or without direct supervision.
- Work up to 10 hours a week.
- Have flexible schedule (days and evenings).
- Must be a current registered student beginning their first year at the university as a freshman

Desirable Qualifications:

- Basic knowledge of PC and Macintosh computers, and Windows operation system, Experience using word-processing and spreadsheet applications. Some experience with Email and web design would be helpful. Computer skills are a plus but NOT at all required. If you are willing to learn, then we are willing to train.