

Information Technologies Services WORK STUDY JOB DESCRIPTION

Title: ITS Work Study

Summer: Y

Fall: Y

Winter: Y

Spring: Y

Job Description:

Assist with the day-to-day tasks of the Information Technology Services department. Assist with documentation, organization, inventory, purchase ordering, security and software updating, hardware rotation, basic technology troubleshooting, and help ticket assignment and escalation.

Skills Required:

Proficiency typing on a standard US keyboard as well as reading and speaking English. Must be able to lift up to 50lbs. Ability to bend, reach and grab objects, as well as crawl underneath desks and climb ladders. Basic telephone and computer skills. Proficiency with Microsoft Windows 10, Gmail and Google Drive preferred.

Days/Hours: Monday-Thursday, 9am-3pm

Location: Room 3.115

Dept: Information Technology Services

Pay Level: 1

Supervisor: Aaron Churchwell

Phone: 541-506-6095

Campus: The Dalles