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Student Employment Career Services	Student Job Description	1 / 1 REVISED 5/21

SUBJECT		RANK	GROUP
Student Computer Specialist I		x215	II

DEFINITION:

Under direct supervision of a staff or faculty employee, a student usually performs all or part of the following duties.

(a)   Report and/or answer questions from a faculty, staff and students (in person, phone and electronic mail) about software, hardware, networks, communications, computer usage policy, printing Internet access, tape management, and operating systems such as DOS, Windows, Macintosh, Unix, and CMS.

(b)   Open and close computer lab sites.

(c)   Check proper functioning of the equipment in the labs (PCs, Macs, printers, alarm system, communication equipment).

(d)   Perform maintenance of the equipment in the labs described above.

(e)   Enforce computer usage policy in the labs.

(f)   Install and troubleshoot software related questions for faculty and staff.

(g)   Report problems and malfunctions of department managed personal computers.

(i)   Supervise people in public labs.

BASIC QUALIFICATIONS:

Demonstrated good working knowledge on two of the following areas: DOS, Windows, Macintosh, Unix, and VM. Ability to convey complex and technical information in simple terms. Good oral and written communication skills, problem solving skills.

BASIC QUALIFICATIONS FOR STARTING AT STEP B:

One (1) year of equivalent work experience.