HOURLY STUDENT WORKER POSITION ANNOUNCEMENT

JOB CLASSIFICATION: Student Worker III, Step A (2 positions)

DEPARTMENT: Information & Technology Resources (IT)

OPEN UNTIL FILLED; PRIORITY FILING DEADLINE: 8/16/21 or until filled

REPRESENTATIVE DUTIES:

• Excellent customer service skills.
• Assist in testing and troubleshooting computer equipment.
• Assist in the maintenance of technology equipment.
• Assist in installation of computer operating systems and desktop application software.
• Assist in delivering and setting up desktops in offices.
• Other duties as assigned.

KNOWLEDGE AND ABILITIES:

• Knowledgeable with MS Office Suite computer applications.
• Understanding of computer terminology; hardware/software and networks.
• Understand and follow oral and written directions
• Responsible, reliable, team player.

CONDITIONS OF EMPLOYMENT:

• Be a currently enrolled Hartnell student
• Must be enrolled in a minimum of 6 units during and throughout the semester
• Maintain a 2.0 GPA (cumulative & semester)
• Hours: 10-20 hrs (not to exceed 20 hrs per week)
• Salary: $15/hr

APPLICATION PROCEDURE:

The following item must be completed by the filing date.

• Application for Student Employment on Campus form (Student Worker Application)

Please submit the completed Application to Steve and Paul. Contact them to schedule a time to deliver/instructions.
Stephen Otero: sotero@hartnell.edu - 831-770-6107
Paul Chen: pchen@hartnell.edu – 831-755-6897