STUDENT WORK STUDY POSITION ANNOUNCEMENT

JOB CLASSIFICATION/TITLE: Student Worker III, Step A

DEPARTMENT: Information Technology Resources (IT)

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:

• Must be eligible for Federal Work Study and have a 2021-22 FAFSA completed
• Must be enrolled in a minimum of 6 units at Hartnell College each semester.
• Maintain a 2.0 GPA and be in good academic standing
• 10 to 20 hours per week (not to exceed 20 hours per week)
• Salary range $15/hr.

APPLICATION PROCEDURE:

The following item must be completed by the filing date.

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

| Email the completed Application For Student Employment on Campus Form to: |
| Steve and Paul or contact them to schedule a time to deliver it. |
| Stephen Otero: sotero@hartnell.edu |
| Paul Chen: pchen@hartnell.edu |