STUDENT JOB DESCRIPTION

JOB TITLE: Summer campus IT support assistant

WORK AREA: IT department

HOURS: 20-30 hours per week

TYPICAL WORK HOURS (Check all that apply)

- Daytime
- Evening
- Weekends

JOB RESPONSIBILITIES/DUTIES:

- Assist with installing new computers in labs, classrooms, and other areas.
- Assist relocating technology, computers, printers, TVs.
- Maintain kiosk computers.
- Assist troubleshooting ITV and zoom classrooms issues
- Assist install, configure, and upgrade computer software.
- Assist with inventory records.
- Maintain/update virtual reality kits
- Keep record of tasks and their resolution using AskIT application.

QUALIFICATIONS:

- Basic knowledge of computer system, hardware, and software
- Ability to lift 50 pounds
- Customer services skills
- Good problem-solving and team work skills
- Open to learning

Will this position require any driving of Minnesota West owned vehicles or a personal vehicle?
- Yes
- No

If you checked yes, please be aware that additional paperwork is required before the student is asked to drive.

ALL WORK STUDY EMPLOYEES WILL RECEIVE A PERFORMANCE REVIEW UPON COMPLETING 40 WORK HOURS.

WAGE RATE: $13 per hour

NUMBER OF STUDENTS NEEDED:

- 1 Academic Year
- Summer (early May 2022-mid August 2022)
TO INTERVIEW FOR THIS POSITION, CONTACT:

**Supervisor:** Elias Gomez Marroquin, Minnesota West  
**Location:** Worthington campus  
**Phone:** 507-372-3453  
**Email Address:** elias.gomezmarroquin@mnwest.edu