



Federal Work Study

Job Description

Information Technology and Computer Support Services

Please note that you must be eligible for Federal Work-Study to apply for this position.

Title of Position:

College Assistant I/II

\$17.00/17.50

Supervisor/Person to Contact:

Mathew Camara / Be Phan

Mathew.Camara@canyons.edu / Be.Phan@canyons.edu

(661)362 - 3638 / (661)362 - 3838

Will schedule be arranged around student's classes? Yes ☒ No ☐

Dates & Hours:

Dependent on student's availability and department's needs.

Duties:

Assist Information Technology and Computer Support Services staff in providing tech support to campus community. Duties will include but not be limited to:

- Answering Help Desk phones
- Customer service
- Assisting with installation, setup, relation, and removal of computers, monitors, printers, and other related technology/equipment
- Working with laptops and laptop carts
- Delivering and deploying equipment to classrooms and offices
- Scanning devices for inventory and/or turning on computers in classrooms
- Unboxing and stacking/organizing new equipment
- Maintaining accurate inventory records and asset tags
- Organizing equipment storage areas
- Performing basic software and hardware troubleshooting under supervision
- Supporting technology refresh projects
- Other related tasks

Job Qualifications:

- Ability to learn basic computer hardware and software troubleshooting procedures
- Ability to lift 10 - 25 lbs and move computer equipment safely
- Understand and follow directions
- Effective communication

Student Employment Office

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