

JOB TITLE	Computing Support Assistant		
DEPARTMENT NAME	Burke Museum		
JOB LOCATION	Burke Museum		
CONTACT/SUPERVISOR	James Doike-Foreman		
PHONE NUMBER	206-616-6286		
EMAIL ADDRESS	jamesdf@u.washington.edu		
BOX NUMBER	353010		
EMPLOYMENT PERIOD	Summer Only [<input type="checkbox"/>]	Sum & Acad Year [<input type="checkbox"/>]	Acad Year Only [<input checked="" type="checkbox"/>]
HOURS PER WEEK	Sum: 40 hrs/wk [<input type="checkbox"/>]	up to 19 hrs/wk [<input type="checkbox"/>]	Acad Yr: up to 19 hrs/wk [<input checked="" type="checkbox"/>]
RATE OF PAY	\$10-12.00/hr DOE		

Duties and Responsibilities:

Assist computer users in the use, maintenance, troubleshooting, installation, and implementation of a broad base of computer hardware, associated peripherals, and software via email and in person. Assist faculty with A/V equipment.

Minimum Qualifications:

The position requires an understanding of / experience with Windows XP and Macintosh client OS, Hardware and Software troubleshooting, Networked environments, Microsoft Office and Adobe Applications. The individual must possess excellent problem-solving skills, possess good organizational skills, be able work with minimal supervision or as a member of a team, and be able to communicate ideas clearly to technical and non-technical users

The following skills are desirable:

Proficient in basic web design

Experience with a scripting language (PERL, Apple Script, Windows Script.)

Development of MSI files

Educational Benefits:

This is an opportunity for a person interested in IT to learn or expand IT support in a multi-faceted dynamic environment. The Computing Support Assistant may also be assigned projects requiring research and additional skills to be acquired as needed.

OFFICE USE ONLY

Job Class Code: 0875 0872 Grad: 0881 0882 0883

51% Comp. to Classified: Yes [] No []

State [] Federal []

Open [] Closed []

JOB NUMBER:

11BMUS27

JOB CATEGORY:

TECHNICAL