

<b>JOB TITLE</b>	Computing Support Assistant
<b>DEPARTMENT NAME</b>	Biostatistics
<b>JOB LOCATION</b>	Health Sciences Building
<b>CONTACT/SUPERVISOR</b>	Carl Riches, IT Manager
<b>PHONE NUMBER</b>	206-616-2725
<b>EMAIL ADDRESS</b>	cgr@u.washington.edu
<b>BOX NUMBER</b>	357232
<b>EMPLOYMENT PERIOD</b>	Summer Only [ ]      Sum & Acad Year [ X ]      Acad Year Only [ ]
<b>HOURS PER WEEK</b>	Sum: 40 hrs/wk [ X ]      up to 19 hrs/wk [ X ]      Acad Yr: up to 19 hrs/wk [ X ]
<b>RATE OF PAY</b>	\$10 – 12/hr DOE

**Duties and Responsibilities:**

We are looking for at least one student computing support assistant to help maintain PCs running Windows XP. In addition, the student computing support assistant may be assigned projects consistent with the individual's skills and experience.

**Minimum Qualifications:**

The successful candidate must have the following skills:

- Windows XP installation and configuration
- Windows scripting (e.g. CMD, cscript)
- Building MSI files
- PC maintenance (e.g. hard drive replacement and RAM upgrades)
- Customer service, including the ability to answer busy phones, take messages, and direct calls with a positive attitude

The following skills are desirable:

- Ability to work on a project with minimal supervision and as a member of a team
- Experience using Linux (Fedora and Red Hat a plus)
- Experience with a Linux scripting language (bash, csh, perl, etc.)

**Educational Benefits:**

This is an opportunity for a person interested in IT to learn or expand IT support skills in behind-the-scenes and customer-facing roles. The Computing Support Assistant may also be given projects which require learning new subjects and gaining new skills.

**OFFICE USE ONLY**

Job Class Code: 0875 0872 Grad: 0881 0882 0883  
 51% Comp. to Classified: Yes [ ] No [ ]  
 State [ ] Federal [ ]

Open [ ] Closed [ ]

**JOB NUMBER:**

11BSTA01

**JOB CATEGORY:**

TECHNICAL