

Job Title of this Position	Computer Network & Systems Engineer
Name of Organization	Paperless Productivity, Inc.
Website	<a href="http://www.PaperlessProductivity.com">www.PaperlessProductivity.com</a>
Job Location Address	The Joseph Vance Building 1402 Third Avenue, Suite 812 Seattle, WA 98101
Contact / Supervisor	Shamel Naguib
Phone Number	206-217-5566
E-mail	<a href="mailto:careers@paperlessproductivity.com">careers@paperlessproductivity.com</a>
Hourly Pay Rate (indicate a range)	\$12-\$15+/hour
Employment Period	Summer Only [ <input type="checkbox"/> ]      Academic Year [ <input type="checkbox"/> ]      Summer & Academic Year [ <input checked="" type="checkbox"/> ] (7/1/2008- 9/23/2008)      (9/24/2008-6/12/2009)      (7/1/2008 – 6/12/2009)
Hours per week	Summer: full time program 40 hrs/wk [ <input checked="" type="checkbox"/> ] part time program up to 19 hrs/wk [ <input type="checkbox"/> ] Academic Year: up to 19 hrs/wk [ <input type="checkbox"/> ]

**Nature of Business or Organization:**

Paperless Productivity is a start-up consulting company that uses software and technology to help medium to large organizations significantly reduce operating costs by eliminating paper-based processes. We are a Value Added Reseller and Integrator specializing in Optical Character Recognition (OCR), Intelligent Character Recognition (ICR for handwriting), OMR (Optical Mark Recognition), Barcode Recognition, Fax Server Technology, Document Management, Business Process Automation, and Digital Document Workflow.

**Duties and Responsibilities:**

The student will help us develop logical networks and systems for organizations using a suite of software, hardware, and end-user training. Responsibilities will include reporting to the Senior Systems Engineer and assisting with a variety of technical and non-technical tasks. Tasks may include tech support, desktop support, infrastructure support, installation and training support, and other rolls. Be ready to learn through a fire hose. If you enjoy that type of thing, then you'll have fun with us.

**Minimum Qualifications:**

3.0+ GPA in Computer Science, Informatics, Engineering, or related fields. Programming skills in VB, .NET preferred with the ability to apply logic and must have great listening skills.

**Educational Benefits:**

Learn how to integrate software and hardware into existing systems in a team environment. Learn how to develop the most efficient system to help companies and how technology and software can be used to optimize a company's performance. Learn about organizational operational processes.

(For Work Study Office Use Only)

JOB NUMBER 65PAP01 REIMBURSEMENT RATE: FEDERAL    % STATE 65 %