

Work Study Job Description

Job Title	Help Desk Consultant
Department Name	College of Built Environments
Job Location	Gould Hall
Pay Rate	\$10.00 - \$15.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Mark Baratta
Phone Number	
Email Address	baratta@uw.edu
Website	
Box Number	355726

Nature of Organization

Academic departments (Architecture, Construction Management, Landscape Architecture, Urban Design & Planning) and administrative unit (CBE Dean's Office)

Duties and Responsibilities

- Student / Faculty / Staff computing support, via phone, email, and in-person
- Computing Lab routine maintenance and cleaning
- Plotter / printer operation and basic maintenance
- Receiving / inventorying new equipment
- Assisting with equipment and software deployments

Minimum Qualifications

- Able to handle phone, email, and walk-up requests, resolving issues directly or redirecting to other staff as appropriate.
- Data entry skills.
- Skilled with graphics, CAD, and/or GIS software (e.g. Adobe Creative Suite, Autodesk apps, ArcGIS, SketchUp).

Educational Benefits

Provides a great opportunity for students in design and related fields to develop technical and creative facility through helping others learn to use the tools.

How to Apply

Email resume/desired hrs per week/schedule availability to Mark Baratta, baratta@uw.edu.

Job Number: CBEN04 | Job Class: 0875 | Category: Technology | 51% Comp. To Classified: y | Program:
Federal