

## Work Study Job Description

<b>Job Title</b>	Student Technology Assistant
<b>Department Name</b>	Math Science Upward Bound
<b>Job Location</b>	Schmitz Hall
<b>Pay Rate</b>	\$12 - \$16
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Dave Wolczyk
<b>Phone Number</b>	206-543-9288
<b>Email Address</b>	dwolczyk@uw.edu
<b>Website</b>	<a href="http://www.uwmsub.org">http://www.uwmsub.org</a>
<b>Box Number</b>	355845

### Nature of Organization

UW Math Science Upward Bound (MSUB) is an OMAD outreach program that helps low-income and potential first generation college students excel in high school, get accepted to college, and graduate with a STEM degree.

### Duties and Responsibilities

MSUB is looking for a Student Tech Assistant to help configure, maintain, transport, and set up our portable laptop computer lab; upgrade hardware, install software, and perform backups, updates, and routine computer maintenance; set up and troubleshoot wireless networks and clients; maintain printers, projectors, cameras, video cameras, audience response and real-time data collection hardware; and check out equipment to staff and students. The Tech Assistant will also provide technical support to students and staff in using lab computers, applications, and other hardware; take photos and videos of program events; assist with programmatic activities, office projects and communication with students and staff; and perform general office and other duties as necessary. Requires lifting 50 lbs to help transport portable computer lab.

### Minimum Qualifications

Criminal background check will be required. Requires the ability to work independently on a range of projects with a minimum of direction, as well as being able to work with a diverse group as part of a team. Experience in using MS Office applications and configuring, maintaining and troubleshooting Windows PCs and peripherals, installing software, and basic networking required.

### **Educational Benefits**

MSUB is a high-energy learning environment with a supportive working atmosphere. You will gain experience in helping students and staff use software applications and resolve technical issues. You will also get to work on a range of projects, learn about the latest instructional tools, and improve your problem solving, technical and A/V skills. Those interested in teaching will get to observe a wide array of teaching formats and outreach activities.

### **How to Apply**

To apply, please send a resume or CV to [dwolczyk@uw.edu](mailto:dwolczyk@uw.edu).

---

Job Number: MINA20 | Job Class: 0875 | Category: Technology | 51% Comp. To Classified: y | Program:  
Federal