

Work Study Job Description

Job Title	Computer Lab Assistant
Department Name	Geography
Job Location	408 Smith Hall
Pay Rate	\$11 - \$13
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Sharon Frucci
Phone Number	206-543-6014
Email Address	sfrucci@uw.edu
Website	http://depts.washington.edu/geog/
Box Number	353550

Nature of Organization

UW Department of Geography.

Duties and Responsibilities

- Lock and unlock the labs before and after class meetings
- Monitors lab during class meetings
- Troubleshoots computer hardware problems
- Assist Computer Specialist and department administrator.

Minimum Qualifications

- Familiarity with Microsoft Windows and Office Suite
- Ability to troubleshoot printer problems
- Experience with SPSS and/or ArcGIS software desired
- Experience with computer hardware desired

Educational Benefits

- The student assistant will gain experience working in a academic environment including office and computer labs.
- The student employee will also benefit from working with and learning from the Sr. Computer Specialist.

How to Apply

Please send resume and cover letter to Wendy Kramer wmkramer@uw.edu

Job Number: GEOG03 | Job Class: 0875 | Category: Technology | 51% Comp. To Classified: y | Program:
Federal