

## Work Study Job Description

<b>Job Title</b>	Computer & Network Assistant
<b>Organization Name</b>	Pacific Northwest Diabetes Research Inst
<b>Job Location</b>	720 Broadway, Seattle, WA
<b>Address</b>	720 Broadway Seattle WA 98122
<b>Pay Rate</b>	\$9.00 - \$13.00
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Nick Kim
<b>Phone Number</b>	206-726-1200
<b>Email Address</b>	nkim@pndri.org
<b>Website</b>	

### Nature of Organization

Pacific Northwest Diabetes Research Institute (PNDRI) is a 50 year-old nonprofit biomedical research institute working to prevent, treat, and cure diabetes and its complications.

### Duties and Responsibilities

Responsible for providing back-up and help for the Building Engineer & Network Assistant by performing the following duties: assist in computer configurations, updates and troubleshooting, monitor event logs & backups, maintains antivirus status on all computers, assists in phone configurations, setting up voice mail and troubleshooting, communicates with facilities staff and fills in other areas as needed.  
May include help with delivering packages, stuffing envelopes, helping in mail room and other clerical duties.

### Minimum Qualifications

High school diploma.  
Communication skills - ability to read and comprehend instructions, ability to explain computer functions clearly and patiently.  
Computer skills - knowledge of computer hardware, and Windows & Macintosh operating systems

### Educational Benefits

Learn how to follow problems through to a solution. Learn how to work with a wide variety of people in a wide variety of tasks. Learn the details of computer support, administrative tasks and self motivation.

**How to Apply**

Send a resume and cover letter to [hr@pdri.org](mailto:hr@pdri.org).

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Job Number: 70PNDR03 | Category: Technology | Program: Community Service - STA | Reimbursement Rate:  
70%