

## Work Study Job Description

<b>Job Title</b>	IT Support Assistant
<b>Organization Name</b>	Rairdon Auto Group
<b>Job Location</b>	Various Dealerships
<b>Address</b>	16413 West Main Street SE Monroe WA 98272
<b>Pay Rate</b>	\$12 - \$14
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	40 hrs/wk, 19 hrs/wk
<b>Contact Supervisor</b>	gaines slocum
<b>Phone Number</b>	4258211777
<b>Email Address</b>	gslocum@rairdon.com
<b>Website</b>	<a href="http://rairdon.com/">http://rairdon.com/</a>

### Nature of Organization

We are a rapidly growing auto dealership group. We are in the transitional phase where we are beginning to need to fill more technical positions with student workers so we can begin to develop talent to be able to fill future technical positions

### Duties and Responsibilities

Support users, perform project work and daily maintenance of desktop and laptop Window systems. Assist with hardware and software troubleshooting and installation. Maintain equipment inventory, collect audit information and monitor system health. Possibility of some minor software development projects.

Flexible hrs during session (10 - 19 hrs per week)  
Full time internship possibility in the summer (40 hrs)

### Minimum Qualifications

Must have a helpful attitude and good customer service skills. Previous experience with computer hardware and software required. Exposure to common networking technologies and standards is a plus. Ability to lift 50 lbs.

### Educational Benefits

The student/s will gain experience with PCs, Windows and networking. They will be exposed to a variety of software and learn the basics of hardware and software troubleshooting. This position will give students experience working to support non-technical users in computers, networks, and technology.

**How to Apply**

Contact Gaines Slocum @ [gslocum@rairdon.com](mailto:gslocum@rairdon.com)

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Job Number: 40RAIR02 | Category: Technology | Program: State | Reimbursement Rate: 40%