OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	IT Support Assistant
Organization Name	Rairdon Auto Group
Job Location	Various Dealerships
Address	16413 West Main Street SE Monroe WA 98272
Pay Rate	$12 - $14
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	gaines slocum
Phone Number	4258211777
Email Address	gslocum@rairdon.com
Website	http://rairdon.com/
EIN	911984129

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

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