OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

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

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