OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

Job Title	Computer Technician
Department Name	Jackson School of International Studies
Job Location	Thomson Hall
Pay Rate	$12 - $15
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Mark Haslam
Phone Number	
Email Address	haslam@uw.edu
Website	http://jsis.washington.edu
Box Number	353650

Nature of Organization
The Henry M. Jackson School of International Studies is a large academic department with over 100 faculty and staff and several hundred graduate and undergraduate students.
Duties and Responsibilities
Under the general supervision of the Computer Specialist, the Computer Technician will provide support to Jackson School (JSIS) faculty, staff, and graduate students using OS X and Windows-based PCs in a networked environment. Specific duties will vary, but will include: independently troubleshooting and resolving problems for users; repairing PCs and installing OS and software, as needed; assisting with physical inventory of computing equipment. Related duties will include: reserving and checking out JSIS A/V equipment to staff and faculty; assisting with set-up of laptops and projectors for presentations, as needed.
Minimum Qualifications
Must have advanced knowledge of Windows and OS X operating systems. Working knowledge of Microsoft Office, Outlook, and HTML is highly desirable. The successful applicant will have excellent interpersonal and communication skills (both written and verbal), and will be detail-oriented, organized, and reliable. Must be able to lift and carry 25 pounds.
Educational Benefits

This individual will gain valuable experience and knowledge in computer support and maintenance, while working in a casual and interesting academic environment. JSIS offers the opportunity to be part of a vibrant and growing department.
How to Apply
Please send your resume to Mark Haslam, haslam@uw.edu.

Job Number: JSIS06 | Job Class: 0875 | Category: Technology | 51% Comp. To Classified: y | Program: Federal