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

Work Study Job Description

Job Title	Computer & Network Assistant
Organization Name	Pacific Northwest Diabetes Research Inst
Address	720 Broadway Seattle, WA 98122
Pay Rate	$9.00 - $13.00
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Nick Kim
Phone Number	206-726-1200
Email Address	nkim@pndri.org
Website	
EIN	91-0667886

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 troupleshooting, 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. Comuter 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@pndri.org.

Job Number: 70PNDR03 | Community Service - STA 70% | Closed