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

Work Study Job Description

Job Title	Information Technology Assistant
Department Name	Global Health
Job Location	908 Jefferson-Harborview Medical Center
Pay Rate	$13 - $13
Employment Period	
Hours Per Week	
Contact Supervisor	Nicole Hobbs
Phone Number	2068976005
Email Address	hobbsn@uw.edu
Website	
Box Number	359931

Nature of Organization

Duties and Responsibilities

The Global Health Fellows Program is hiring a student assistant to support program staff by performing the following functions:
• Expand and maintain the program website (www.forgartyfellows.org).
• Assist with geographically dispersed meetings conducted using Adobe Connect software.
• Develop tutorials, training tools, and other support resources.
• Assist with social media updates and online publicity for the program.
• Provide support to faculty, staff, fellows, and students on all computer-related software, hardware, and peripheral equipment under the direct supervision of the Senior Computer Specialist.
• Order, acquire, setup, and install department computers, software, and peripheral equipment for faculty and staff following department IT guidelines.
• Perform special assignments related to IT programming, studies, or projects related to the information technology assistant’s career or curriculum goals.
• Special projects and other duties as assigned.

If interested, a student in this position has the opportunity to assume other duties and greater responsibility.

Minimum Qualifications

Minimum Qualifications:
• Experience with WordPress software.
• Knowledge and experience in Microsoft Windows (XP Professional and 7 Enterprise) operating system and Mac OS/X.
• Excellent interpersonal, communication, and customer service skills.
• Ability to apply advanced problem solving capabilities to troubleshoot issues in an efficient manner.
• Ability to assist with the installation, configuration, and maintenance of desktop and server systems, network infrastructure, and related hardware and software.
• Must be honest, reliable, flexible, and able to work independently and confidentially.
• Must be willing to travel to Harborview Medical Center.

Desired Qualifications:
• Experience designing or updating websites using WordPress software.
• Knowledge and experience with the Microsoft Office Professional Plus 2010 suite (Word, Excel, PowerPoint, Access, Outlook, Publisher, OneNote, and SharePoint) and Office 2011 for Mac, various web browsers (Internet Explorer, Safari, Firefox, Chrome, and Opera), and secure file transfer programs.
• Basic understanding of network principles and theory.
• Completed at least one year of academic course work in computer science or a related program.

Educational Benefits

Educational Benefits:
This position is a great opportunity for students to:
• Gain hands-on experience in IT systems management.
• Build their portfolio of IT-related projects.
• Learn about the field of global health and IT-related international projects.
• Gain firsthand experience working in a large, complex division, which has achieved national and international recognition in research and training.

How to Apply

Online via HuskyJobs or send a resume via email to Nicole Hobbs at hobbsn@uw.edu.

Job Number: GHEA02 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Closed