Help Wanted
Academic Computing Services, Woodbury University
Computer Lab Technician

Hiring Unit   : Academic Computer Services (ACS)
Wages    : Starting @ $8.25 / Hour
Hours    : 5 - 20 / Week
Schedule   : Flexible (Lab Hours 7 days, 8:00am-10:00pm)

Skills Required:

Ability to work an irregular schedule, have good communication skills and the ability to interact well with the diverse campus community. At least a basic familiarity with common applications (word processing, web browsing, and e-mail clients, etc.) and Windows XP/Vista/7 navigation. Ability to accurately follow detailed, written and oral instructions. Ability to multi-task and maintain smooth operation of the working environment at all times. Knowledge or ability to learn the general operations of the Woodbury University Computer Labs. Ability to provide instruction on technical subjects to non-technical lab users. Ability to uphold and enforce standard policies in the labs. Ability to learn new hardware and software.

Tutoring and/or customer service experience is helpful. Excellent proficiency in all supported software. Working knowledge of computer hardware and software basics. Ability to troubleshoot hardware and software failures. Patient, friendly, and helpful.

Responsibilities include:

Maintaining a pleasant working environment. Proactively performing maintenance and support activities for the Computer Labs (ie: Printers, Plotters, Projectors, Scanners, etc.) Addressing student and faculty needs and requests regarding computer application and hardware use. Enforcement of standard policies in the labs.

Computer Application Knowledge and Skills Preferred:

3D Studio MAX 2010
Adaptec Easy CD Creator 4/Adaptec DirectCD
Adobe Acrobat Professional 9.0
Adobe Illustrator CS4
Adobe Photoshop CS4
Adobe Premiere PRO CS4
AutoCAD 2010
MAC OS X
Maya 2010
Microsoft Windows XP/Vista/7
Microsoft Internet Explorer 8 and Internet Tools
Microsoft Office 2007 (Word, Excel, PowerPoint, Access)
Microsoft Visual Studio .NET

Application on back
Lab Tech Application

Name: ____________________________  Address: ____________________________
Major: ____________________________
Date of Completion: ________________  Phone: ____________________________
Hrs /Week Desired: Min.__ Max.__
Absolute minimum hours each day ____________  Email: ____________________________
Cell: ____________________________

Availability

Mark a "P" in each preferred time slot.
Mark an "A" for other availability.

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Skills

Mark an "X" where applicable.

Level of confidence with the following Applications:

PC LAB:
- MS-DOS
- WINDOWS XP
- WINDOWS VISTA / 7
- MS Office Suite
- SYMANTEC ANTIVIRUS
- SPSS
- PROSERIES
- PEACHTREE
- MAYA
- AUTOCAD
- 3D STUDIO MAX
- ADOBE CREATIVE SUITE
- SKETCHUP
- RHINO
- FORM Z
- REVIT

MAC LAB:
- MAC OS X
- FREEHAND
- QUARK XPRESS
- ADOBE CREATIVE SUITE
- MACROMEDIA SUITE
- PAD
- SNAP FASHION

Internet Related Skills:
- Browser Config.
- HTML
- FTP
- TCP/IP

General:
- Hrdwr Troubleshooting
- Hrdwr Installation
- Sftwr Troubleshooting
- Sftwr Installation

Special Skills: