

Shared Position

Job Title: Campus Service Worker/IT Work Study Technician

Department: Operations Division Facilities/ IT

Campus: South Charleston

Job Supervisor: George Bossie/Armon Millner

Employment Period: Full Academic Year

Number of hours per week: 15-20 hours per week

Description of Job Duties and Responsibilities for Campus Service Worker:

Excellent attention to detail; strong organizational skills, good clerical skills, ability to work flexible schedule, including weekends and evenings, ability to work without direct supervision, good interpersonal skills, ability to move furniture on wheels.

Description of Job Duties and Responsibilities for It Work study Technician:

- Maintain and service lab computers on the South Charleston Campus
- Assist with pulling and terminating CAT5e/CAT6 cable
- Support IT staff in performing hardware and/or software upgrades
- Provide Tier 1 Tech support for help desk calls
- Other IT related duties as assigned