Position Title - IT Student Assistant
Dept: University Libraries **:** UX-ITOPS
Salary: $9.25
Duration of Employment: Minimum 2 semester commitment
Opens 2/1/2016 - Closes 2/29/2016

Job Description: Assist IT staff in providing technical support for the Main, Fine Arts and Science libraries.

Eligibility:

- Currently enrolled at UA for at least six credit hours. Must remain in an enrolled status to continue employment as a student worker, except during winter & summer sessions (with demonstrated enrollment for the subsequent semester).
- Students enrolled in 6 credit hours or more are limited to work 25 hours per week total hours for all positions held during the academic year. Graduate students are limited to work 26.4 hours per week total hours for all positions held, including supplemental compensation.
- Students must not exceed 35 hours per week during the winter and summer sessions.

Minimum Qualifications:

- Effective verbal communications skills as a minimum.
- Experience providing good customer service.
- Experience working with a diverse population.
- Good verbal communication skills.
- Students must be able to follow a set schedule and maintain good work attendance.
- Ability to work independently, without supervision.
- Ability to maintain confidentiality of codes and passwords.
- Attention to detail and accuracy.
- Ability to be retained in position student must acquire and demonstrate skills necessary for the job within a reasonable amount of time.
- Ability to make independent decisions as required.
- Basic Computer hardware and software experience.

Preferred Qualifications:

Ability to work in a team-based environment and continuously develop knowledge and skills related to the position

Moderate computer experience, including installation, maintenance and troubleshooting of computer hardware, software, networking hardware and workstation network configuration.

Working knowledge of multiple operating systems, including Windows XP, Windows 7, Windows 10 and Apple products - Macintosh. Application programs, including Microsoft Word, Access, PowerPoint, Excel, etc.

Ability to work to ensure the team provides quality service to its customers, both internal and external.

Employment Application:
http://www.library.arizona.edu/sites/default/files/users/elawren1/NewStudentApp2014_rev102714.pdf

Contact: Send resume and application along with any questions to louisv@email.arizona.edu