

UNIVERSITY OF KANSAS

STUDENT HOURLY

Unit: **KANSAS GEOLOGICAL SURVEY**Address: **MOORE HALL, WEST CAMPUS**Working Job Title: **IT Support Assistant**Work Study **_XX_** OR Regular Hourly **_XX_**Starting Hourly Rate: **\$10.00-\$12.00, depending on qualifications and experience.**Appointment: **Tentative start date January 27, 2020**KGS Section: **Computer Services (MN)**Hours Per Week: **18-20 hrs/wk during academic year
30-40 hrs/wk during summer**Job Specific **_XX_** Job Pool **___****Business Hours: 8:00a-5:00p, Monday through Friday****DUTIES:**

40% Install, upgrade, configure, and monitor user desktop computers.

30% Provide technical support and assistance to users.

20% Troubleshoot hardware, software and networking issues.

10% Other duties as directed by supervisor.

REQUIRED QUALIFICATIONS:

1. KU student, meeting six-hour minimum enrollment requirement.
2. Good communication skills, as evidenced by application material.
3. Experience with computers and peripheral equipment.

POSITION REQUIREMENTS:

1. Ability to lift and carry 30 pounds.

PREFERRED QUALIFICATIONS:

1. Familiarity with Microsoft Windows.
2. Familiarity with Apple OS X.
3. Familiarity with Linux.
4. Experience installing computer hardware and software.
5. Available to work in 4-hour blocks.
6. Available to work a minimum of 18 hours/week between 8:00 am –5:00 pm, Mon - Fri, during the academic year, including breaks.
7. Available to work 30-40 hours/week between 8:00 am - 5:00 pm, Mon - Fri, during summer.
8. Available to work for at least one year.

PROCEDURES FOR APPLYING:

Apply for this position at <https://employment.ku.edu/student/16211BR>. A complete application includes the KU student online application and a resume. A cover letter showing how qualifications and position requirements are met is welcome, but not required. (Internal: 8361, 2950631-033, S44)

PERSON TO CONTACT:Annette Delaney, adelaney@ku.edu, 785-864-2152**CLOSING DATE FOR APPLICATIONS: January 2, 2020**

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