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: \$15.00 Appointment: Tentative start date September 12, 2022

KGS Program/Unit: Computing Services

Hours Per Week: **During business hours, 8-5, M-F**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/23167BR.

Complete the KU student application and upload:

- 1. Resume
- 2. Cover letter showing how qualifications and position requirements are met is welcome, but not required.
- 3. Work references.

(Internal: 8355, 8361, 2950921-033, S09)

PERSON TO CONTACT:

Annette Delaney, adelaney@ku.edu, 785-864-2152

CLOSING DATE FOR APPLICATIONS: August 29, 2022

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