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/231678R](https://employment.ku.edu/student/231678R).

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.

(Personal: 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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