

Job Announcement



Computer Student Assistant University Housing and Food Service (UHFS)

Under immediate supervision of the Coordinator of Information Systems, the computer student assistant will be supporting UHFS staff with network and software questions, maintaining the UHFS computers and inventory, troubleshooting software and hardware problems as well as carrying out other related technical projects.

Qualifications:

- ✦ Comprehensive knowledge and troubleshooting experience of Windows XP/Vista (one year minimum) including group policies.
- ✦ Ability to use personal knowledge, research skills and team members' information to resolve computer problems
- ✦ Familiarity with printing in a networking environment. Demonstrated ability to setup and configure new printers.
- ✦ Working knowledge of Microsoft .NET, SQL Server, HTML, JavaScript, Dreamweaver, Photoshop, Adobe Acrobat and FTP a plus
- ✦ Ability to deal effectively with a variety of UHFS departments and staff members
- ✦ Ability to manage tasks and time
- ✦ California Driver's License (Class C) required
- ✦ *Excellent verbal communication and customer service skills required*

Available:

- ✦ Approximately 20 hours per week during academic term
- ✦ Summer hours may be available
- ✦ Position is per term and may be extended.
- ✦ Open until filled

Wage: **\$9.40 per hour**

Application form:

This position requires submission of an application form and résumé attached to the application. Application and résumé must be typed. Applications are available by request to terndt@csuchico.edu. For questions or additional information, contact Kathy Casey, UHFS at (530) 898-6325.

3. Company: _____ Supervisor _____
Phone Number() _____ Dates of Employment: _____ ---- _____
Position Description: _____

What experience have you had with the following (use additional sheet(s) if necessary):

A. User Support

B. Windows 2000/XP

C. Printers/Printing

D. ResNet or Campus Networks

E. Troubleshooting

F. Software Installations/Configurations

G. Software Applications

H. Web Design and/or Maintenance

PROFESSIONAL REFERENCES - List at least two people we can contact for professional references (please do not list relatives and/or friends).

1. Name: _____ Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: () _____

2. Name: _____ Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: () _____

3. Name: _____ Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: () _____

Return completed application to: University Housing and Food Service
Corner of Citrus and Legion Avenues
California State University, Chico
Chico CA 95929-0707
(530) 898-6325

APPLICATIONS ARE BEING ACCEPTED

Generally, the hiring periods are just before each term begins and at the beginning of summer.

CSU, CHICO IS AN AFFIRMATIVE ACTION EMPLOYER