POSITION: Student IT Assistant (CSU, Chico Students Only)
Part-Time, Non-Exempt, Hourly, Year-Round

RECRUITMENT ID: 600

SCHEDULE: 15-20 hours per week during academic sessions, up to 40 hours per week during academic breaks

LOCATION: Research Foundation Administration Office

COMPENSATION: $11 per hour

ESSENTIAL JOB FUNCTIONS: Assists Research Foundation IT staff with backups and computer hardware/software maintenance and updates. Assists in providing computing support for the various Windows (XP/Vista/7) and Macintosh (OSX) platforms to the CSU, Chico Research Foundation Administration offices. Must have experience with various web maintenance applications. Must be punctual, possess excellent customer service skills, have a diligent work ethic, follow internal procedures, and work independently when handling support requests. This position is year round.

EMPLOYMENT STANDARDS: Must be a student at CSU, Chico enrolled in a minimum of 4 units for graduate and 6 units for undergraduate students. Must have strong working knowledge of Windows and/or Macintosh operating systems and hardware, including installation, configuration and troubleshooting. Previous experience supporting both in a technical capacity preferred. Other requirements include knowledge of and experience troubleshooting, basic networking technology, Microsoft office applications and internet. Must be able to work in a fast paced environment, possess excellent communication skills and be able to express technical terms to non-technical customers. Candidates may be required to pass a Department of Justice (DOJ)/Federal Bureau of Investigation (FBI) fingerprint clearance (referred to as Live Scan) prior to beginning employment.

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:
- CSU, Chico Research Foundation application
- Cover letter
- Current resume
- Supplemental Application (Schedule Availability)

APPLICATION DEADLINE: Open until filled. Applications can be submitted:

BY MAIL: CSU, Chico Research Foundation
CSU, Chico, Building 25
Chico, CA 95928-5388

BY IN PERSON: CSU, Chico Research Foundation
25 Main Street, 2nd Floor suite 206
Chico, CA

BY EMAIL: rfhrjobs@csuchico.edu

BY PHONE: (530) 898-6811

VISIT OUR WEBSITE: http://www.csuchico.edu/rfdn/

For questions, please contact the Research Foundation Human Resources office:

The employer is the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.