

Information Technology Work Study

POSITION Information Technology Work Study
DIVISION:
DEPARTMENT: Information Technology
BUILDING: Library
CAMPUS: Main Campus

FWS SUPERVISOR Jennifer Miller
DIRECTOR: Mike Brown
VICE PRESIDENT: Gary Paikowski
PHONE NUMBER: 903.415.2591

HOURS per WEEK 19
(20hr MAX)

HOURS PREFERRED: 8am - 4pm

JOB DUTIES: Assist students with submitting HelpDesk tickets and take messages for the IT dept.
Assist students with downloading Office 365 provided by Grayson College.
Perform general office duties, photocopies, shredding, sorting and filing, typing, etc.
Maintain office equipment, replace toner, refill printer paper, etc.
Pickup, sort, and process mail from the mailroom daily.
Receive/process incoming orders and paperwork, deliver packages.
Perform basic data entry and type miscellaneous documents
Assist with miscellaneous projects and duties as assigned

SOFTWARE: Microsoft Office - 2007-2013

SKILLS: Strong customer service skills, dependability is essential, maintain confidentiality, multi-task, proficient computer skills, detail orientated, excellent communication skills, professional & friendly attitude

SPECIAL NEEDS:

INFORMATION: The work schedule is constructed in conjunction with student's schedule and the hours of operation. Students are responsible for notifying their supervisors when they expect to be late or absent.