



Position Title:	Part-Time Computer Courtyard Assistant	Job Code:	8219
Reports To:	Director, Computer Courtyard	Job Group:	Class -R
Department:	College-wide	Salary Grade:	CT
Prepared By/Date:	Jennifer Brito/06-15-2010	FLSA Status:	Non-Exempt
Approved By/Date:	College-wide		
Revised:	Donna French/10-04-2011		

Summary:

The Part-Time Assistant provides technical assistance to students in the Computer Courtyard.

Essential Duties and Responsibilities:

- Assists students with basic computer literacy and all software
- Troubleshoots workstations
- Creates and troubleshoots Miami Dade College accounts
- Supervises student use of computers
- Assists students with printing assignments
- Assists students to log-in to the College network
- Works in a team environment
- Answers telephone calls
- Prints reports for student and faculty hours
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Ability to demonstrate knowledge of Microsoft Office 2003 (Word, Excel, Access, Power Point)
- Possess technical troubleshooting skills for hardware and software
- Ability to demonstrate knowledge of CGS 1060 course work and SAM 2003 software
- Possess good decision making, interpersonal, and customer service skills
- Possess a friendly and assertive disposition
- Ability to work a flexible schedule to include days, evenings, and weekends
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High School Diploma or General Equivalency Diploma (GED) from a regionally accredited institution

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name