



Position Title: Part-Time Campus Technology Assistant

Job Code: 8300-00E

Reports To: Director, Administrative Services (Hialeah)

Grade: C1

FLSA: Non-Exempt

Job Description:

The Part-Time Campus Technology Assistant will provide support and assistance to the Part-time Media Technician with equipment set up and maintenance of classroom and campus staff.

Duties & Responsibilities:

- Assists with checking and maintaining the operation of campus technology equipment systems
- Performs general office duties (filing, faxing, photocopying)
- Performs other duties as assigned.

Essential Personnel:

This function/position has been designated as Essential. This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

- High School diploma
- Basic knowledge of multimedia, electronics and/or computer peripherals.
- Proficient in Microsoft Office
- Experience in clerical work
- Must be able to communicate effectively

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name