



Position Title: Part-Time Computer Courtyard Assistant

Job Code: 8308

Reports To: Director, Computer Courtyard

Grade: CT

FLSA: Non-Exempt

Job Description:

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

Duties & 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

Essential Personnel:

Non-essential

Minimum Requirements:

- High School or GED Education and two (2) years of experience.
- Demonstrated knowledge of Microsoft Office 2003 (Word, Excel, Access, Power Point)
- Possess technical troubleshooting skills for hardware and software
- Demonstrated 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 including evenings and weekends

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name