



Position Title: Part-Time Wireless Provision Specialist

Job Code: 8308

Reports To: Program Leader

Grade: CT

FLSA: Non-Exempt

Job Description:

The Part-Time Wireless Provision Specialist is responsible for providing backup for Mobile Communications customer service.

Duties & Responsibilities:

- Ensures calls are answered and business activities are uninterrupted
- Provides Help Desk support as needed
- Setups, trains and supports College users for radios, cellular phones, data cards and pagers and maintains the inventory
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Must possess a valid Florida driver's license
- Must be computer literate and have knowledge of Microsoft Windows applications (advanced skills in Excel and Access)
- Must possess effective interpersonal and customer service skills
- Must be able to work up to twenty-five (25) hours per week and have the ability to work in a fast-paced environment
- Excellent written, verbal and organizational skills

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name