Graduate Student Assistant - Technology Coordinator

URI Enrollment Services

DIVISION  N/A
DESIRED CLASS LEVEL(S)  Graduate Student
SALARY LEVEL  $22.01

DESCRIPTION
Are you a detail oriented problem solver who is a team player, personable, customer service oriented and enjoys working in a fast paced environment? Are you interested in gaining valuable work experience and skills to enhance your resume? Enrollment Services is a one stop shop for student billing, financial aid and registration and we are looking for a talented individual to assist management with the following information technology duties: (1) coordinate tasks and projects (2) develop communication/training protocols and procedures (3) maintain current systems (4) act as liaison between Enrollment Services and URI Information Technology Services (ITS) (5) perform the duties of an undergraduate technical support student team member as assigned, which includes hardware/software troubleshooting, maintenance and support for Enrollment Services staff.

This position begins Summer 2016. A two year commitment is preferred, including summers and requires 20 hours per week during the academic year. Benefits include a grant for the equivalent of in-state tuition and a pay rate of Graduate Student Level 1. Candidates must file a FAFSA https://fafsa.ed.gov/index.htm and be eligible for financial aid for the academic year in which they will be employed. This is an On-Campus Student Employment Opportunity (OCSE) at the University of Rhode Island.

Note: This position entails lifting of technical equipment such as computers, monitors and printers.

LOCATION
Nation Wide
City
Green Hall, Kingston
State/Province
Rhode Island
Country
United States

DESIRED MAJOR(S)
All Majors

APPROXIMATE HOURS PER WEEK
25 Summer/20 Academic Year

QUALIFICATIONS
Demonstrated experience with the following pertaining to either a work and/or home/classroom environment: (1) Windows 7, Microsoft Office Suite, web browsers, iOS, Macintosh OS X, related software (2) Solving technical issues with equipment such as desktops, laptops, iPads, printers and related equipment (3) Research and problem resolution (4) Organizing/Coordinating projects and programs (5) Analyze information technology needs and determine appropriate solutions.

Applicants with leadership skills highly desired. Experience developing and/or updating websites, troubleshooting viruses/malware desired but not necessary.

HOW TO APPLY
Please email cover letter and resume to Name: Laurie Hebert
Email: lhebert@uri.edu

IMPORTANT DATES
Posted On:
April 14, 2016
Applications Accepted Until:
May 14, 2016
CONTACT INFORMATION
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