

# *Student Job Announcement*

**POSITION:** **Computer Lab Consultant – Student Assistant C**  
Part-time, Temporary  
**LOCATION:** **College of Business & Public Policy Computer Center**  
University of Alaska Anchorage  
**SALARY:** \$9.50 per hour

*Must be a University of Alaska student enrolled and regularly attending  
6 or more credit hours in Fall or Spring.  
(This position is exempt from FICA\* tax.)*

*\*FICA = Social Security and Medicare*

**REQUIREMENTS:** Must possess a **2.5** or better cumulative grade point average (GPA). Must have completed six credits of computer related coursework including **CIS 110** (or equivalent) or demonstrated equivalent experience. The applicant must be familiar with a wide variety of business applications including but not limited to Windows XP and Microsoft Office 2007 applications. Applicant must have knowledge of web browsers and e-mail. A familiarity with directory structure in LAN environments is required. Also knowledge of Unix/Linux programming concepts, C++, J++, Visual Basic, SSH (file transfer protocol), and flatbed scanners is preferred. The applicant must be a self-starter, demonstrate a positive work ethic, excellent interpersonal skills, and work well in a team environment. He/she must have the ability to communicate effectively with students ranging from computing novices to experienced students. Skill in adapting and applying technical computing knowledge to resolve diverse student requests is necessary. Proficient keyboarding skills required. Dependability and promptness in working assigned hours, ability to work evening and weekend hours, ability to understand and execute written and verbal instructions. Good problem solving skills are required.

**RESPONSIBILITIES:** Provide assistance in the use of computer equipment and software to College of Business and Public Policy students, faculty, and staff. Insure the security of CBPP equipment, software, and other property. Maintain computer accounts using Windows 2000 Active Directory tools. Assist people with questions and problems via telephone, walk-in, and electronic mail. Assist with computer-related projects such as program testing, documentation, or problem resolution as needed. Prepare learning aids, minor equipment set-up or adjustment, minor equipment and software troubleshooting. Checkout, care for, and maintain laboratory equipment including cleaning and dusting. Engage in on-going, self-guided training in the use of CBPP computer equipment and software. Carry out all duties in a professional and reliable manner.

**CLOSING DATE:** Until Filled; Applications are always accepted.

**APPLICATION PROCEDURE:** Fill out UA application and resume. Attach cover letter, and submit to:

**Victoria Faeo**  
**Computer Lab Coordinator, College of Business and Public Policy**  
**Rasmuson Hall, Room 205A**

UAA is an AA/EO Employer and Educational Institution.

Must be eligible for employment under the Immigration Reform and Control Act of 1986 and subsequent amendments. Your application for employment with the University of Alaska is subject to public disclosure.