2009 - 2010
FEDERAL WORK-STUDY
JOB DESCRIPTION

Department: ITS
Campus: Cooper/Regency
Supervisor: Miles Howe/ Ralph Russell

Contact Information:
Name: Miles Howe
Building: Moloney
Room: MB111 (found inside MB112)
Phone: 246-4613

Brief Job Description: Open Computer Lab Assistant. Duties include helping students with Microsoft Word, navigating the internet, activating PeopleSoft accounts, changing passwords, putting paper into the printer and some lab security.

Preferred qualifications: A student with some basic web browsing experience, some basic knowledge of MSWord and good people skills.

Number of positions: 10 (with a focus on evening shifts)